



Travel Diary

Note: A travel diary must be completed by the traveller and authorised by the relevant approver within 15 working days of the traveller's return to the workplace for any domestic or international trip six or more nights long.

Fringe benefits tax (FBT) will apply for private travel days, including before or after the trip. The traveller may be required to reimburse the private portion to eliminate the FBT liability incurred by MACS, e.g. where private extensions increase airfares, accommodation and incidental expenses.

Name of person travelling	First name:	Surname:	
Position			
School			
Contact details	Work phone:	Mobile phone:	
	Email address:		
Purpose of travel			
Departure date		Return date	
Total number of days away (Include day of departure and day of return)		Total number of leave days (This refers to ordinary paid leave, leave without pay or long service leave)	

Nature of business activity	Where activity took place	Dates activity was undertaken		Duration of activity	Date of diary entry
		From	To		

Insert additional rows into the table as required.

Declaration: I confirm that the information provided in this travel diary is accurate and complete. If any private components exist, they have been identified and will be reimbursed to the office in accordance with applicable MACS policies and FBT requirements.

Traveller's signature		Date:
Principal/ General Manager (Region)		Date: