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## Travel diary

### Details of overseas or domestic trip:

Reason for trip \_\_\_\_\_

Duration \_\_\_\_\_

Business portion/period \_\_\_\_\_

Details of:

a) the nature of the activity \_\_\_\_\_

b) the day and approximate time when it began \_\_\_\_\_

c) how long it lasted \_\_\_\_\_

d) where you engaged in it \_\_\_\_\_

### Details of expenses incurred:

	Business	Private	Total
Airfares	_____	_____	_____
Accommodation	_____	_____	_____
Incidentals	_____	_____	_____
Meals	_____	_____	_____
Other (specify)	_____	_____	_____
Total expenses	=====	=====	=====