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| C:\Users\hump0104\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\S9BUK2GP\FU_V_Mono.jpg | | **TRAVEL DIARY**  **(*To be completed and forwarded to accounts within***  ***14 calendar days of return)***  (A Travel Diary example (TVL3E) is located at <http://www.flinders.edu.au/finance/forms.cfm>) | | |
|  | |  | | |
| **NAME**: | | **COST CENTRE:** |

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| **TRAVEL ACTIVITY DETAILS** | | | | | |
| **DATE** | **PLACE** | **TIME TAKEN** | | |  |
|  |  | Start | Finish | Duration  Hr/Min | **NATURE/DESCRIPTION OF ACTIVITY/PURPOSE OF TRIP** |
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Page 1 of 2

### FBT REQUIREMENT

Travel Diary should be completed under the following circumstances:

1) All overseas travel irrespective of duration.

2) Travel within Australia when combining business and private travel (ie, non business days)

To clarify - *If travel within Australia is purely business then* a travel diary is **not** required.

* The travel diary must be filled out by the traveller and be an accurate record of events.
* On return, please forward a completed copy of your diary to your Portfolio/Faculty/School Office with a copy of your itinerary or any other relevant documents eg, copy of conference agenda. The diary will be checked for any private component. In the event of there being a private component the diary will then be forwarded to general accounts for calculation of Fringe Benefits Tax (if applicable).
* Should fringe benefits tax be due, General Accounts will then determine the most appropriate way of charging you for the FBT – this will be either by requesting you to pay the money into the Cashiers Office, or if you are due for re-imbursement by reducing the amount re-imbursed.

(Please also refer to the Combining Business and Private Travel – Policy and Procedure at <https://www.flinders.edu.au/ppmanual/finance/combining-business-and-private-travel.cfm>

NOTE

The Taxation Office legislation is quite clear on the requirement of a travel diary and failure by an individual to comply will result in the trip being deemed to be entirely for private purposes and subject to fringe benefits tax. Employees are required to reimburse any fringe benefits tax.

*I declare that the above record is a true and accurate statement.* **□** *I have applied for any applicable leave through Employee Self Service ESS*: **□**

http://www.flinders.edu.au/employee-self-service/employee-self-service\_home.cfm

SIGNATURE of TRAVELLER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME of AUTHORISED SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Checked leave on ESS: **□**

SIGNATURE of AUTHORISED SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:

Form No: TVL3 Last updated: 13/5/14

Page 2 of 2