TRAVEL DIARY

Place of Business Activity	Activity Commenced		Activity Ceased		Activity Duration	Purpose and Nature of Business Activity
	Date	Time	Date	Time		

To be used to record particulars of each activity undertaken during the trip.

TRAVEL EXPENSE LOG

Date	Destination/ Purpose	Travel		Accom.		Meals		Incidentals		Receipt No.
		Foreign Currency	$A	Foreign Currency	$A	Foreign Currency	$A	Foreign Currency	$A	
	Total Expenditure $A									
	Less Accompanying Person's Cost									
	Less Private Expense Proportion									
	Expenditure to be Claimed									