

# Overseas and domestic travel worksheets

## 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:

	<b>Business</b>	<b>Private</b>	<b>Total</b>
Airfares	_____	_____	_____
Accommodation	_____	_____	_____
Incidentals	_____	_____	_____
Meals	_____	_____	_____
Other (specify)	_____	_____	_____
Total expenses	_____	_____	_____