|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee name:** |  | | **Employee ID:** |  | |
| **Cost Centre:** |  | **Trip Start Date:** |  | **Trip Finish Date:** |  |
| **Reason for trip:** |  | | | | |
| **Employee’s signature\*:** | **Date: / /** | | | | |

\*In signing this document I acknowledge that this is a legal document that will be used by the Macquarie University to calculate any Fringe Benefits Tax (FBT) liability arising from my trip AND I confirm that all the information declared by me in this document is true and correct. I have attached other relevant supporting documentation such as conference itineraries, travel reports, research summarys, etc.

*Number of days spent in transit/unavoidable delays: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (A)*

*Number of days where business activities were undertaken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (B)  
Private Component - Number of days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C)*

*Total number of days away: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (A + B + C)*

***Details of Business Activities undertaken:***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Date of Activity** | **Location of Activity** | **Time Start** | **Time Finish** | **Duration (hours)** | **Brief Details of Activity** | **Expense incurred** | **Date of Entry** |
| Example | 01-Jul-2011 | Bourke | 9.00am | 5.00pm | 8 hours | Research/fieldwork for collecting samples | AUD90.00 | 02-Jul-2011 |
| 1 |  |  |  |  |  |  |  |  |
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| 21 |  |  |  |  |  |  |  |  |

If space is insufficient please add more lines.