



# Travel Activities Diary

The travel activities diary must be returned to the Travel Officer, FBSD, Geelong Campus within 14 days of completing the journey, otherwise FBT will be charged.

Name:	Faculty/Division:
Contact No:	Campus:
Reason for Travel:	Destination/s:
Date Travel Commenced:	Date Travel Finished:
No. of Business Days:	No. of Private Days:

Place of Activity	Date Activity Commenced	Time Activity Commenced	Duration of Activity	Nature of Activity (▪ name of EACH conference session, ▪ nature of research activities, ▪ purpose and nature of EACH meeting)

## Declaration

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

In completing this document I acknowledge that it will be used by Deakin 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. The travel activities diary will be available for scrutiny by Internal Audit Office, Financial and Business Services Division and ATO auditors as required. If an employee fails to comply with the travel activities diary requirements, the University will be subject to FBT on all the relevant travel costs.

STAFF ARE ADVISED TO READ: > [www.deakin.edu.au/fbsd/travel/diaries.php](http://www.deakin.edu.au/fbsd/travel/diaries.php) > [FBT Travel Benefits Guide](#) > [Travel Activities Diary Information](#) > [Summary of Travel Insurance Policy](#)





