



WI 4445 TRAVEL DIARY

(for all travel exceeding 5 nights)

Office of Strategic Procurement Services

University Finance

Traveller's Name:	
Destination:	
Dates of Travel:	
Purpose of Travel (Uni Business, Title of Conference, Purpose of Program etc):	
Number of preparation/unavoidable delay days:	
Number of business activity days:	
Number of Private component days:	
Total number of travel days:	

Date of Entry	Place / Destination	Date of Activity	Time			Nature of Activity Undertaken
			Start	Finish	Duration	

- I confirm that all the above travel details are true and correct.
- I understand in making claim for local and overseas travel that I must comply with the strict substantiation provisions including maintaining written evidence and travel records while away from home.

Signature of Employee:..... Date:.....

