



Travel Diary

Domestic and International

Please forward the completed form to your Respective Travel Officer.

Applicant's Name: _____ Faculty/Section: _____ Staff ID: _____

Country(s) Visited: _____ Number of Pages: __

Section E7.4.10 of Human Resources Policy E7 'Business Travel' requires a Travel Diary to be completed where financial assistance is given towards any travel for USQ purposes for:

- all international travel;
- all domestic travel that involves being away from home for more than five (5) consecutive nights; and
- all domestic travel that involves an element of private travel.

Before the relevant delegate authorises payment of any allowance or reimbursement in connection with the above types of travel, the delegate must receive the relevant and properly completed Travel Diary **with the application for allowance or reimbursement.**

Authorised Delegate's* Comments
(*Local/regional Domestic Travel – Category 4 Delegate; Domestic Travel outside local/regional areas and International Travel – Category 3 Delegate)

I have received and read the Travel Diary and support the content.

Print Name: _____ Signature: _____ Date: _____

Date of Activity/ Appointment	Start Time	Finish Time	Location of Activity/ Appointment	Nature of Activity/ Appointment	Date of Entry	Employee Signature:	

