



Travel diary

Details of overseas or domestic trip:				
Rea	ason for trip			
Dat	e left			
Dat	e returned			
Bus	siness 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:

	Business	Private	Total
Airfares			
Accommodation			
Incidentals			
Meals			
Other (specify)			
Total expenses			

IMPORTANT: This is not advice. Clients should not act solely on the information contained within. Items herein are general comments only and do not constitute or convey advice per se. Also changes in legislation may occur quickly. We therefore recommend that our formal advice be sought before acting. This information is issued as a helpful guide to clients and for their private information. Therefore it should be regarded as confidential and not be made available to any person without our prior approval.© AVANCE, Chartered Accountants, photocopying of this document is only at the approval of its Directors. Issue Date: 29/06/2022



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