Overview

A travel diary needs to be completed to record the nature of business activity, where it took place, the dates, the approximate commencement times and duration of the activity. Keeping the travel diary up-to-date is important, as Flinders University may need to utilise this information to locate overseas travellers in times of crisis. Under Payroll Tax and Fringe Benefits Tax requirements, travel diaries must be filed for all international business travel.

A travel booker can help complete the diary, but it must be submitted by the traveller, and can only be submitted when the travel is complete.

The travel diary needs to be submitted electronically within fourteen (14) days of the traveller's return date.

This guide will cover the following:

- Entering activities into the travel diary
- Enter private / annual leave days
- Removing travel diary entries
- Recording time when travelling across different time zones
- Attaching other documentation
- Updating contact details
- Submitting a travel diary
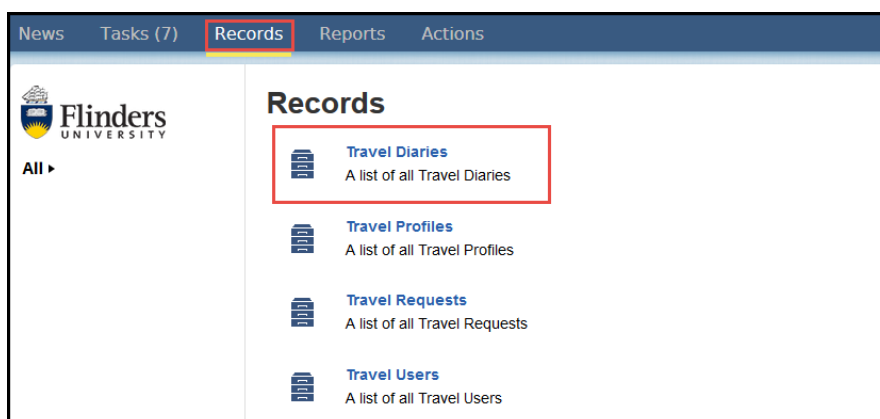- Completing the diary on behalf of a traveller

Positions Responsible

Traveller

Travel Booker (a staff member who can book travel on behalf of the traveller)

System Steps

1. Login to FlindersPro

2. Go to the 'Records' tab and select 'Travel Diaries'. This will display a list of travel diaries for all approved travel requests.

3. Click the blue link (Traveller Diary) to view the diary.

4. To edit the diary, click 'Update Travel Diary'

Entering activities into the travel diary

The 'Travel Activity Details' section has an entry field for each day of travel. Some details such as destination country and city and accommodation are populated from the travel request. The remaining items are required to be entered before the diary can be submitted. At least one activity must be entered for each day of the travel period.

- **Enter one activity for a full day**

  Type the details directly into the travel diary

- **Enter the same activity across multiple days**

  Update multiple days with the same activity (for example a conference spanning many days)

  Select the days using the checkbox at the side of each day, and click 'Edit' (found at the bottom on the travel diary)

The following screen will display, enter the activity details.

- **Entering multiple activities on one day**

  More than one activity can be entered on one day. For example, if you are attending an event in the morning and a meeting in the afternoon, enter both activities with their respective times.

  Click 'Add Item' found at the bottom of the travel diary

  A new activity field will display allowing you to complete the details.

  Note: activities will order according to date and time once 'Save and Close' is clicked.

5. When you are ready to exit the screen, click 'Save and Close'.

   Note: to exit the travel diary you must either 'Save and Close' or use the 'Cancel' button.

Enter private / annual leave days

Private days include weekends, public holidays and any other days where no or minimal University work is undertaken. For further guidance in relation to private days, refer to the 'Combining Business and Private Travel - Policy and Procedures' document.

Enter private days and annual leave days into the travel diary by using the 'Private Day / Annual Leave' checkbox on each applicable day.

Removing travel diary activities

Clicking the 'X' at the end of a travel diary activity will remove it from the diary.

Recording time when travelling across different time zones

When travelling across different time zones, it may be required to split the diary activity entry into multiple lines in order to record the duration correctly.

- For example: depart Adelaide at 13:00 and arrive at destination country at 06:15 on the same day. As the flight crosses different time zones the traveller will arrive on the same day they departed, therefore it is necessary to split the travel into two diary activities for the same day.

- Enter the 'Start Time' (being the flight departure time) and the 'End Time' (being the 23:59 the end of the day)

- Click 'Add Item' to create another activity row and nter the remainder of the flight details (starting at 01:00).

    Note: activities will order according to date once 'Save and Close' is clicked.

	Date	Country	City	Accommodation Details	Private Day ❓	Start Time	End Time	Duration (Work Activity)	Description of Work Activity ❓	
☐	12/09/2016	China ▼	Beijing	Novotel Beijing	☐	13:00	23:59	10:59	In Transit	✕
☐	12/09/2016	China ▼	Beijing		☐	1:00	6:15	05:15	In Transit	✕

Attaching other documentation

Additional documents can be uploaded using the 'Choose File' button.

Upload Documents
Choose File   No file chosen

Updating contact details

Travel Contact Details can be added for each country. If there is more than one contact for each country or other contacts that are relevant to mention, click the '+Add Additional Contact Details' button.

Submitting a travel diary

Once travel is complete and activities for each day of travel are entered, the traveller can submit the diary.

The 'Submit' button will only be accessible:

- for the traveller
- when details have been completed for each day of travel
- when travel is complete
- when all declarations are checked

The traveller is required to complete the declarations and click 'Submit' to submit the travel diary. Once the diary has been submitted, it cannot be updated.

Declarations

When the travel has been completed, and a diary entry has been made for each day, the traveller must complete the declarations and click 'Submit'
☑ I declare that the above record is a true and accurate statement.
☑ I have applied for any applicable leave through Employee Self Service ESS

Cancel   Save and Close   Submit

The traveller's supervisor will be notified that the travel diary has been submitted.

Completing the diary on behalf of a traveller

If completing on behalf of a traveller, use the 'Save and Close' button to save the diary.

Once travel activities are entered and travel is complete, the traveller must login to complete the declarations and submit the travel diary.