## Form 2 – SA Health Travel Diary

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| **TRAVEL DETAILS** | | | | | |
| **Employee Name:** |  | | | **Number of Nights Away:** |  |
| **Departure Date:** |  | **Departure Time:** |  |  | |
| **Return Date:** |  | **Return Time:** |  |

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| **BUSINESS ACTIVITY DETAILS *\*\*If insufficient space, please attach travel diary overflow sheet*** | | | | | | | | |
| **\*\*Note: All days away must be accounted for in travel diary below** | | | | | | | | |
| **Date activity Commenced** | **Time activity commenced** | **Duration of the activity (Hours/Days)** | **Place where activity was undertaken** | **Nature of the activity (purpose of trip)** | | | **Acknowledged by employee upon return (make required changes & initial them)** | |
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| **WAS THERE A PRIVATE COMPONENT TO THE TRAVEL COMPLETED?** | | | | |  |  |  |  |
| In the travel completed, was there a component that was private or domestic in nature? YES NO  **If YES please detail** (number of nights that were private, costs associated with private component which were paid for or reimbursed by your employer - attach any relevant information. | | | | | | | | |
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| **CERTIFICATION BY EMPLOYEE - INTENDED NATURE OF TRAVEL** | | | | | | | | |
| I certify that this travel diary truly and fairly represents the intended nature of my travel, and upon my return, I will make any amendments to it if my actual travel changes  **Print Name: Contact Number:**  **Sign Name: Date: / /**  **Business Unit:** | | | | | | | | |
| **\*\*\*\*ACKNOWLEDGEMENT OF TRAVEL DIARY BY EMPLOYEE AFTER TRAVEL\*\*\*\*** | | | | | | | | |
| I certify that this travel diary truly and fairly represents the nature of my travel, and it reflects any changes to my intended travel plans  **Sign Name: Date: / /** | | | | | | | | |

**Travel Diary Overflow Sheet**

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| **Employee Name:** |  | | |  | |
| **Departure Date:** |  | | |
| **Return Date:** |  | | |
| **BUSINESS ACTIVITY DETAILS**  **\*\*Note: All days away must be accounted for in travel diary below** | | | | | |
| **Date activity Commenced** | **Time activity commenced** | **Duration of the activity (Hours/Days)** | **Place where activity was undertaken** | **Nature of the activity (purpose of trip)** | **Acknowledged by employee upon return (make required changes**  **& Initial them)** |
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