



e-News

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Travel Diaries - when, what and how



When you travel for work or your business, you are sometimes [required to keep a travel diary as per the ATO](#) in order to assist in working out which part of your travel is tax-deductible. I have outlined the circumstances below which would dictate when you should keep such a diary:

- You are travelling for *6 or more nights in a row outside of Australia*, regardless of whether or not the amount you are claiming exceeds the [reasonable travel allowance amount](#).
- You *do not* receive a [travel allowance](#),
- You are travelling in Australia (more than 6 nights in a row) and the amount you want to claim is *more than* the [reasonable travel allowance amount](#).

Below are the items you need to include in your travel diary:

- Your location
- The nature of the activity e.g. a conference
- The day/s and time/s (start and end times)
- The length of the activity e.g. 2 days
- When you stopped for meals
- Travel movements and activities before the activities end, or as soon as possible afterwards
- The entries must be in English

The ATO has said that you can use a diary or journal of your choice for the purposes of keeping a travel diary. You can also use your digital calendar as well, making sure to attach receipts/invoices to each entry.

Lastly, you need to remember that if you were required to keep a travel diary and you didn't, then you won't be able to claim the relevant travel expenses on your tax return! Speak to your tax agent for further advice if this affects you.

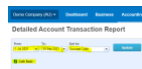
Also, it goes without saying, that you should keep all receipts and invoices related to your travel as well as the travel diary. This will make both the bookkeeper's and tax agent's jobs much easier :-)

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