

Travel Diary

To be used by individuals where any travel involves 6 or more consecutive nights away from the ordinary place of residence.

**PLEASE ATTACH WITH THE EXPENSE CLAIMS (AND RECEIPTS)
PLEASE COMPLETE A SEPARATE DIARY FOR EACH TRIP**

Name of Travelling Employee -		Assignment Reference -		
Client –		Travel Destinations -		
Date travel commenced -		Date travel concluded -		
Total number of business days during travel -		Total number of personal days during travel –		
Date	Business Activity	Start time	Duration	Location

I declare that (1) the above information is true and correct, (2) the predominant nature and purpose of my travel was to do the business activities listed above associated with my employment with Hudson, and (3) I have not claimed reimbursement of any non-business related expenses of my travel.

Signature of Employee

Date