

## Travel Expenses

There are specific record-keeping requirements for travel expenses, depending on whether your travel allowance is shown on your payment summary, whether your travel was domestic or overseas, the length of your travel and your occupation.

### **Vehicle expenses - other than a car**

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If you are eligible to claim expenses for using a borrowed car or a vehicle other than a car, you need to keep receipts for:

- fuel and oil
- repairs and servicing
- interest on a car loan
- lease payments
- insurance
- registration.

### **Travel expenses**

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If your travel allowance is shown on your payment summary and you want to make a claim against it, you must have written evidence for the whole of your claim, not just the excess over the reasonable amount.

The records you need to keep for travel expenses for fares, accommodation, food, drink and incidentals depend on the length of your trip and if it is domestic or international.

If you travel for six or more nights in a row, you may need to keep a travel diary (see tables below) in which you record the dates, places, times and duration of your activities and travel. The purpose of a travel diary is to allow accurate calculation of the employment-related and private elements of your trip. If the travel was partly private, you can claim only the work-related part.

**If you did not receive a travel allowance**

	Domestic travel		Overseas travel	
	Written evidence	Travel diary	Written evidence	Travel diary
Travel less than 6 nights in a row	Yes	No	Yes	No
Travel 6 or more nights in a row	Yes	Yes	Yes	Yes

**If you did receive a travel allowance**

If you received a travel allowance and your claim does not exceed the reasonable allowance amount:

	Domestic travel		Overseas travel	
	Written evidence	Travel diary	Written evidence	Travel diary
Travel less than 6 nights in a row	No	No	Written evidence is required for overseas accommodation expenses but not for food, drink and incidentals	No
Travel 6 or more nights in a row	No	No	Written evidence is required for overseas accommodation expenses - but not for food, drink and incidentals	Members of an international air crew - No if you limit your claim to the amount of allowance you received Other people - Yes

**If you received a travel allowance and your claim exceeds the reasonable allowance amount:**

	Domestic travel		Overseas travel	
	Written evidence	Travel diary	Written evidence	Travel diary
Travel less than 6 nights in a row	Yes	No	Yes	No
Travel 6 or more nights in a row	Yes	Yes	Yes	Members of an international air crew - No if you limit your claim to the amount of allowance you received Other people - Yes