

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Trip Commenced: \_\_\_\_\_ Date Trip Ended: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

Number of days spent in transit / unavoidable delays: \_\_\_\_\_ (a)  
 Number of days where business activities undertaken: \_\_\_\_\_ (b)  
 Number of days – Private Component: \_\_\_\_\_ (c)  
 Total number of days away: \_\_\_\_\_ (a + b + c)

| Nature of Business Activity | Date of Activity | Location of Activity | Start Time | End Time | Duration |
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