TRAVEL ITINERARY

Name ___________________________ Destination ___________________________

THE ITINERARY MUST SHOW:
The place where the activity took place
The date and the approximate time the activity is expected to commence
The date and the approximate time the activity is expected to cease
The nature/description of the activity - this must be in sufficient detail to relate the activity to your employment

<table>
<thead>
<tr>
<th>Date of activity</th>
<th>Travel Schedule/Place</th>
<th>Time</th>
<th>Nature / Description of Activity</th>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Start</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finish</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the above information is an accurate record of the travel undertaken.*

Signature ___________________________ Date ___________________________

*If material variations occurred during the course of a trip a new itinerary showing details of the actual activities undertaken should be prepared to replace the original.