

**ATTACHMENT 4:
PROFESSIONAL ENRICHMENT PROGRAM
TRAVEL DIARY**

Time recommendation
To be completed during travel

DATE OF ACTIVITY	LOCATION OF ACTIVITY	DETAILS OF ACTIVITY	TIME OF ACTIVITY		DATE OF ENTRY
			START	FINISH	

The Guidelines are provided for assistance in relation to the arrangement for professional enrichment leave for principals and employers. The Guidelines are not intended to be legally binding on the employer, the principal, the relevant Catholic education office or the Catholic Education Commission of Victoria Ltd (CECV). The Guidelines are not intended to be incorporated into a principal's contract of employment. The CECV may modify, replace or withdraw the Guidelines at any time.