



2010 Work Related Expenses Checklist inc Motor Vehicle Checklist

Travel in relation to your employment

Provide explain why & how you travelled in relation to your employment.

Reasonable Allowance Method when a travel allowances is received

Destination	Trips	Destination	Trips

Actual Cost Method

Airfares		Meals	
Accommodation		Other	

A diary of travel activities needs to be completed where domestic or overseas travel was for 6 or more nights in a row. The nature of the activity, the date & approximate time when the activity began & how long it lasted, and where the activity took place needs to be recorded. If a detailed itinerary was provided this provides an adequate travel diary Please Provide details of any person(s) who accompanied you.

Work Related Clothing

Select one of the following

Occupation Specific Clothing

Protective Clothing

A Compulsory work uniform.

A Non compulsory work uniform with an employer registered design.

Provide details of Purchases & \or Repairs	
What	Amount

Note: If you have a compulsory uniform you are able claim shoes, socks &/or stockings if they are an essential part of the uniform?

Laundry & Dry Cleaning

The reasonable basis to determine laundry expenses is \$1 per load of washing including drying & ironing. If your total laundry expense claim exceeds \$150 & the claim for your other work expenses exceeds \$300 then you will need to provide written evidence (receipts) of your claim.

No of Loads	Dry Cleaning Costs

Sun Protection

If the nature of your employment requires you to work in an environment that exposes you to sun & ultra violet radiation you may be able to claim the costs of sunscreen lotions, hats & sunglasses. Please provide details of expenses incurred. Remember you need to consider any private use of the sun protection items when calculating your claim. Where there is private use, you will need to estimate what you actually spend for work purposes & apportion your claim accordingly?

What	Amount	Work %
Sunglasses		
Sunscreen		
Hats		
Other		

Self Education

Will this course help you obtain a formal qualification?

Is there a direct connection between your self-education & your current work activities?

Note courses that will help you into a new field or help you obtain a new type of job are not eligible to claim self-education expenses unless there is a direct connection to your current work activities.

Name of Course			
Student Union		Books & Stationery	
Course Fees		Computers	
Other:		Furniture	
Other:		Home Office Hrs	

Home Office Expenses can be claimed using the reasonable rate of 26 cents per hour. If you wish to claim expenses you must keep diary for a minimum of 4 weeks each year.

Please attach copies of invoices for computers & Furniture

Payments of HELP, HECS, SFSS, Opening Learning Fes or AUSTUDY loan repayments are not tax deductions

Travel Expenses – Please complete Motor Vehicle Checklist

Other Work Related Expenses

Union Fees		Books, Stationery	
Subscriptions		Equipment	
Seminars		Tools of Trade	
Allowances		Home Office	
Telephone		Other:	
Purchased, insured or repaired equipment			
Details:		Amount:	

Motor Vehicle Expenses

Business kilometres are kilometres travelled in relation to earning income but exclude travel between home & work even if the trip is made more than once a day. Picking up the mail on the way to work or home is not included. The exception to this rule is if your vehicle is required to carry bulky tools or equipment or your home is your base of employment.

If you changed cars during the year please complete details below for all cars & provide copies of invoices & finance agreements

Rego Number		Make & Model	
Purchase Cost		Purchase Date	
Sale Price		Sale Date	
Engine Capacity – Ordinary Cars			
Up to 1600 cc	1601 - 2600 cc	Over 2600 cc	
Engine Capacity – Rotary Driven Cars			
Up to 800 cc	800 - 1300 cc	Over 1300 cc	
Total Number of Business Kilometers travelled			
Log Book Year		Work Related %	
To claim the actual cost method you must complete these details below			
Registration		Insurance	
Repairs		Fuel & Oil	
Fuel consumption ltrs per100 kms		Other	