

CONAGHTYS total ACCOUNTING Established in 1981
we are certified practicing accountants providing
comprehensive taxation & business services
to small to medium business & individuals

conaghtys TOTAL accounting



work expenses checklist

Your name(s)

For the tax year

MOTOR VEHICLE EXPENSES please complete MOTOR VEHICLE checklist

TRAVEL EXPENSES

Reasonable allowance method

If you received a travel allowance you are able to claim the ATO reasonable allowance amount

destination

no of trips

destination

no of trips

destination

no of trips

Actual Cost Method

A dairy 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.

details

airfares

accommodation

meals

other

WORK RELATED CLOTHING

select one of the following occupation specific clothing

- protective clothing
- compulsory work uniform
- non-compulsory work uniform with employer registered design

purchase & repairs laundry – no of loads

other dry cleaning

if you have a compulsory uniform you are able to claim shoes, socks & stockings if they are an essential part of the uniform

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. Where there is private use, please only include the work related amount.

sunglasses sunscreen

hats other - details

SELF EDUCATION EXPENSES

Courses that will help you into a new field or help you obtain a new job are not eligible to claim unless there is a direct connection to your current work activities.

will this course help you obtain a formal education

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

name of course & place of education

student union fees course fees

books & stationery computer

furniture home office hours

please attach copies of invoices for computers & furniture over \$300

payments of HELP, HECS, SFSS, open learning fees or AUSTUDY loan repayments are not tax deductions

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OTHER WORK RELATED EXPENSES

union fees	<input type="text"/>
subscriptions	<input type="text"/>
seminars	<input type="text"/>
allowances	<input type="text"/>
telephone	<input type="text"/>
books & stationery	<input type="text"/>
tools of trade	<input type="text"/>
no of home office hours	<input type="text"/>
other - details	<input type="text"/>
purchases or repairs equipment	<input type="text"/>

Please attach invoices of purchases over \$300

OTHER INFORMATION