

Roy A McDonald Work Related Expenses

Please provide evidence.

This section is for expenses relating to your <u>employment</u> only. Record keeping for work related expenses. You must be able to substantiate all your claims for deductions with written evidence if the total amount of deductions you are claiming is greater than \$300. The records you keep must prove the total amount, not just the amount over \$300.

Work related car expenses

There are four methods we can use to claim your car expenses:

- > Cents per kilometre method (max 5,000kms)
- Log book method
- One-third of actual expenses method
- > 12% of actual cost method

Work related car use might include, amongst other things:

- Visiting customers existing and potential
- Attending meetings & training seminars
- > Running errands on behalf of your employer
- > Travelling between work sites

Please complete the table below as fully & accurately as possible to ensure we claim the method that gets you the best result possible.

Make and model of the Car		
Registration Number	Registered Owner	
Date of Purchase	Purchase Price	
Size of the engine cc	Finance type: Lease / Hire Purchase	
Odometer reading at beginning financial year.	Odometer reading at end of financial year	
No. of kilometres	No. of kilometres	
travelled	travelled for work	
Business Use Percentage	%	
How much did you spend		
on:		
Petrol	Registration	
Insurance	RACV	
Tyres	Services	
Repairs	Lease/HP	
Other (please specify nature)		
Do you still hold all receipts / statements and proof of payments? Yes/No		

Other work-related travel expenses

Did you travel away from home on behalf of your employer? If so, do you have:

Employee domestic travel with reasonable allowance	Yes/No/Unsure
If the claim is more than the reasonable allowance rebate, do you have receipts for your expenses? .	Yes/No/Unsure
Overseas travel with reasonable allowance	Yes/No/Unsure
- do you have receipts for accommodation expenses?	Yes/No/Unsure
Employee without a reasonable travel allowance	Yes/No/Unsure
Other work-related travel expenses, e.g., borrowed car (Please specify)	Yes/No/Unsure

Work-related uniform and other clothing expenses

	Amount Spent \$	Work %	Receipts?
Protective clothing			Yes/No
Occupation-specific clothing			Yes/No
Non-compulsory uniform			Yes/No
Compulsory uniform			Yes/No
Laundry (up to \$150 without receipts)			Yes/No
Dry cleaning			Yes/No
Other claims – mending/repairs, etc (please specify)			Yes/No
Please describe uniform for us: (NB: Normal business clothing, such as suits, is not allowed.			
Sorry!)			

Work-related self-education expenses

Course taken at educational institution	Amount Spent \$	Work %	Receipts?
Name of course undertaken			
Student union fees			Yes/No
course fees			Yes/No
Travel			Yes/No
text books			Yes/No
Stationery			Yes/No
other (please specify)			Yes/No
Does the course relate to your existing work?		Yes/No	
Does your employer encourage/support you in this course?		Yes/No	
How many hours per week (on average) did you study at home?			

Other work-related expenses (Remember these are expenses to do with your <u>employment only</u>)

	Amount Spent \$	Work %	Receipts?
Home office expenses			Yes/No
How many hours pw on average do you spend working			Yes/No
at home?			165/110
Computer and software			Yes/No
Internet			Yes/No
Telephone/mobile phone			Yes/No
Tools and equipment < \$300 each item			Yes/No
Subscriptions /Union fees /Professional Associations			Yes/No
Journals/periodicals			Yes/No
Briefcase/calculators etc.			Yes/No
Depreciation – Assets costing > \$300 each item date			Yes/No
bought and cost			T ES/INO
Sun protection products (i.e., sunscreen and			Yes/No
sunglasses)			
Seminars and courses not at an educational institution (in	e. not shown abov	ve at D4)	
Course fees			Yes/No
➤ travel			Yes/No
other (please specify)			Yes/No
Expenses in relation to allowances			Yes/No
Any other work deductions (please specify)			Yes/No