

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 employment only)

	Amount Spent \$	Work %	Receipts?
Home office expenses			Yes/No
How many hours pw on average do you spend working at home?			Yes/No
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 bought and cost			Yes/No
Sun protection products (i.e., sunscreen and sunglasses)			Yes/No
Seminars and courses not at an educational institution (ie. not shown above 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