



**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**

You can claim a deduction for the cost of buying and cleaning occupation-specific clothing, protective clothing and unique, distinctive uniforms. To make a deduction you may need to have written evidence that you purchased the clothing and diary records or written evidence of your cleaning costs. If you received an allowance from your employer for clothing, uniforms, laundry or dry-cleaning, make sure you show the amount of the allowance on your tax return. You can claim for clothing that is specific to your occupation, is not everyday in nature and allows the public to easily recognise your occupation - such as the checked pants a chef wears. You can't claim the cost of purchasing or cleaning clothes you bought to wear for work that are not specific to your occupation, such examples as a bartender's black trousers and white shirt, a business person's suit or a swimming instructor's swimwear.

	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?	
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**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