

Name:	
Year Ended:	

MOTOR VEHICLE CLAIM – PER KM METHOD

MV Regn Number	
Car Type	Eg Holden commodore
Number of Kilometres	
Method of Calculation of kms Please provide explanation of how you calculated your total Eg Work diary / Logbook	

MOTOR VEHICLE CLAIM - LOGBOOK METHOD

If you are sending this by email I will need to know the following information

MV Regn Number	
Car Type Eg Holden commodore	
Odometer reading at start of year / start of logbook period	
Odometer reading at end of year / end of logbook period	
TOTAL KMS - A	
Business kms - B	
Private kms - C	
Business percentage – calculation - B/A	

Fuel	
Registration	
Green Slip insurance	
Motor Vehicle insurance	
Repairs	
TOTAL EXPENSES	

TRAVEL EXPENSES – not allowable if employer reimbursement has been made	
Tolls	
Parking	
Accommodation	
Other travel expenses you incurred for meals, accommodation and incidentals while away overnight for work, such as going to an interstate work conference (generally, you can't claim for meals if your travel did not involve an overnight stay)	
the costs you actually incur (such as fuel costs) when using a borrowed car or a vehicle other than a car for work purposes	
Car hire fees	

The information I need is the number of days you are in each place and the meals you had whilst there.

CITY/TOWN	Number of Breakfast	Number of Lunch	Number of Dinner	Number of Incidental	TOTAL	GRANDTOTAL

PROTECTIVE CLOTHING – ATO are now insisting on receipts	
Purchase of Protective clothing	
Purchase of Protective footwear	
Purchase of protective eyewear	
Purchase of protective Sunglasses if you are required to work outdoors and are exposed to risk of eye damage from sunlight	

Separate/Combined Washing		Number of washes per week	Number of weeks	TOTAL
Separate washing	\$1.00 per load			
Washing combined with other clothes	\$0.50 per load			
			TOTAL	

SELF EDUCATION EXPENSES

SELF EDUCATION EXPENSES	If you have undertaken work related education
Name of course	
Institution name	
Fees expense	
Books expenses	
Other study expenses – details	

OTHER WORK RELATED EXPENSES

Home office running expenses		Number of hours/week	Number of weeks [Remove weeks for Annual Leave]	TOTAL
Hours claim	\$ 0.45 per hour			
			TOTAL	

Tools, equipment and other assets	Tools purchased – where they don't form part of a set that together cost more than \$ 300	
	Deduction for private use	
TOTAL		

Books, periodicals and digital information	Books	
	Periodicals	
	Digital information – includes online subscriptions, electronic published information eg e-books or e-journals	
	TOTAL	

Cash shortages or client bad debts	<p>If you deal with money as part of your employment and you are required to repay your employer amounts (you can substantiate) in respect of cash shortages or client bad debts, then:</p> <ul style="list-style-type: none"> •you have incurred a deductible loss or outgoing in earning employment income •you are entitled to claim a deduction for those amounts. 	
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Mobile Phones – you have 2 choices in claiming Mobile phone – Incidental usage or logbook

Mobile Phones – METHOD 1 – Incidental usage

Mobile phone, internet and Home phone expenses – incidental claim		Number of items per week	Number of Weeks	TOTAL
Work calls from landline	\$ 0.25 per call			
Work calls from mobile	\$ 0.75 per call			
Work calls from landline	\$ 0.10 per text message			
			TOTAL	

Mobile Phone – METHOD 2 - Logbook method

You need to keep records for a 4 week period during the financial year for a claim of more than \$50. If you receive an itemised bill, you need to determine your percentage of work use over a four-week representative period which can then be applied to the TOTAL of your Mobile phone bill for the WHOLE YEAR

Mobile phone – logbook method	TOTAL
Percentage of calls that are work related- A	
Total of Monthly Bill – B - for bundled services – determine amount of work related portion first	
12 months SUBTOTAL – C = A x B x 12	
Reduce by amount of Annual Leave taken – for 4 weeks leave – multiple Subtotal by 48/52	
	TOTAL

Airline employees - Rehydrating moisturisers and conditioner	
<p>A deduction is not allowable for the cost of items, such as:</p> <ul style="list-style-type: none"> • cosmetics • shaving products • deodorant • general hair products • nail polish • toiletry bags • general skin care products • expenditure on hairdressing. 	
TOTAL	

Seminars, conferences and education workshops	
<p>You can claim the cost of attending seminars, conferences or education workshops that are sufficiently connected to your work activities. This can include formal education courses provided by professional associations.</p> <p>If attendance involves travel, you may have to show that you have reduced your claim to exclude any private portion of any trip.</p>	
TOTAL	

Union fees, subscriptions to associations and bargaining agents fees	
<p>You can claim a deduction for:</p> <ul style="list-style-type: none"> • union fees • subscriptions to trade, business or professional associations • the payment of a bargaining agent’s fee to a union for negotiations in relation to a new enterprise agreement award with your existing employer. <p>You can only claim payments of levies to a strike fund where the fund is used solely to maintain or improve the contributors' pay.</p> <p>Most unions and associations send members statements of the fees or subscriptions paid.</p>	
TOTAL	

Apps purchased for work related purposes	
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Working with children check	
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Interest, dividend and other income deductions	Interest paid on share purchases		
	cost of specialist investment journals and subscriptions		
	Account keeping fees		
	Ongoing management fees or retainers and amounts paid for advise relating to change of investment mix		

Tax agent expenses	Tax agent fees			
	Number of kms to tax agent		\$0.66/km	
	Travel and accomodation			
	GIC charged by ATO			
	Litigation Costs			

Income protection insurance	
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Donations - you need to have receipts and a listing of charities	
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Superannuation contributions	
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ZONE ALLOWANCE

City / Town	Number of Days in Zone	Zone – Office Use only