



INDIVIDUAL CHECKLIST

INDIVIDUAL DETAILS

Name:

Occupation:

MOTOR VEHICLE EXPENSES

Motor Vehicle Make/Model/Year:

Registration Number:

Work Related Kilometres Travelled:

	Total Cost	Work %
Leasing of Motor Vehicle		
Car Wash		
Fuel and oil		
Insurance		
Interest Payments		
Registration		
Repairs and Maintenance		
Services		
Motor Vehicle Purchase - need documentation with purchase date and price		
Motor Vehicle Finance – need documentation with finance details		

TRAVEL EXPENSES

Accommodation		
Tolls		
Parking		
Car Hire		
Domestic Travel *		
International Travel – Airfares and Accommodation *		
<i>* Need a travel diary if away for 6 or more consecutive nights</i>		

	Total Cost	Work %
WORK RELATED CLOTHING EXPENSES		
Laundry		
Dry Cleaning		
Glasses, Sunhat and Sunscreen for outdoor workers		
Occupation Specific Clothing		
Protective Clothing		
Protective Work Boots		
Gloves, Masks and High Visibility		

SELF-EDUCATION EXPENSES		
Course Name:		
Institution:		
Course Fees		
Textbooks		
Stationery, Printing and Postage		
Student Union Fees		
Computer - need documentation with purchase date and price		

OTHER WORK RELATED EXPENSES		
Computer Consumables		
Computer Equipment and Software		
Cost of Travel to Tax Agent		
Donations Over \$2		
Home Office – average hours worked per week at home		
Income Protection Insurance - Outside of Superannuation		
Industry Magazines, Newspapers and Professional Journals		
Insurance Premiums		
Internet – cost/month (4 week diary required)		
Laptop - need documentation with purchase date and price		
Materials and Supplies		
Meal Allowance – Require amount paid per meal		
Memberships and Association Fees		
Office Furniture		

	Total Cost	Work %
Postage		
Printing		
Reference Books and Journals		
Repairs and Maintenance		
Replacement Tools and Equipment		
Seminars and Education Workshops		
Stationery		
Subscriptions		
Tax Agent Fees		
Telephone – cost/month (4 week diary required)		
Union Fees		

