



INDIVIDUAL DEDUCTION CHECKLIST

Please provide receipt for any items over \$300

	Total Cost	Work Related Percentage
Motor Vehicle Expenses		
Make/Model/Year:		
Rego:		
Work Related Kilomtres Traveled		
Leasing of motor vehicle		
Car wash		
Fuel and oil		
Motor vehicle Insurance		
Motor vehicle - Interest payments		
Motor vehicle – Registration		
Motor vehicle - Repairs and maintenance		
Motor vehicle – Services		
Motor vehicle purchase – need documentation with date of purchase and purchase price		
Travel Expenses		
Accommodation		
Bridge and Road tolls		
Car hire		
Parking Fees		
Domestic travel *		
International travel – airfares and accommodation *		
<i>* need a travel diary if away for 6 or more consecutive nights</i>		
Work Related Clothing Expenses		
Drycleaning and laundry		
Glasses, sunhats and sunscreen for outdoor workers		
Occupation Specific Clothing		
Protective Clothing & Boots		
Gloves, Masks, High Visablitlie		

Self Education Expenses		
Course name:		
Institution:		
Computer – need to provide receipt with date of purchase		
Course fees		
Stationery		
Student union fees		
Textbooks		
Sundry		
Other Work Related		
Brief case		
Computer consumables – computer disks		
Computer equipment & Software		
Cost of travel for tax advice		
Diary		
Donations over \$2		
Home office expenses		
Income protection insurance premiums		
Industry magazines, Newspapers & Periodicals, Professional Journals		
Insurance premiums, including accident and disability		
Internet access fees – 4 week diary required		
Laptop computer – need to provide receipt with date of purchase		
Materials		
Meal Allowance - Please provide the amount you get paid per meal		
Memberships		
Office Furniture		
Printing & Postage for work-related purposes		
Professional library		
Reference books and tapes		
Repairs and maintenance		
Seminars / Education Workshops		
Stationery for work-related purposes		
Subscriptions		
Sundry expenses		
Tax agent fees		
Union fees		
Work-related home telephone calls – 4 week diary required		
Work-related mobile telephone calls – 4 week diary required		