

Work Related Expense Schedule

Travel Expenses (Item D2 Expenses)	
Accommodation	
Bridge & Road Tolls	
Car Hire	
Parking Fees	
Domestic Travel - Nights & destination or Actual Dollars Spent	
International Travel: Airfares & Accommodation	
International Travel: Nights & Destinations or Actual Dollars Spent	
Public Transport	
Work Related Clothing Expenses (Item D3 Expenses)	
Dry-Cleaning (<i>Actual Receipts</i>)	
Laundry (<i>Up to \$3 per week for Proper Uniform/Protective Clothing</i>)	
Occupation Specific Clothing - <i>must be able to tell occupation from clothing</i>	
Protective Clothing & Boots - Overalls, work pants, Tops, Hi Vis	
Gloves, Masks, Protective Glasses, Sun Protection	
Clothing with Company Logo's	
Other Work-Related Expenses (Item D5 Expenses)	
Brief Case	
Computer Consumables (USB's, etc)	
Computer Equipment & Software	
Home Office Expenses - <i>Number of Hours Per March and Post March</i>	
Industry Magazines, Newspapers & Periodicals, Professional Journals	
Internet Access Fees - 4 weeks of diary required	
Materials	
Meal Allowance - Please provide the amount you get paid per meal	
Memberships or Subscriptions	
Office Furniture	
Printing & Postage for work-related purposes	
Seminars/ Education Workshops	
Stationery for work-related purposes	
Sundry expenses including out of pocket expenses	
Home Telephone Calls – 4-week diary required	
Mobile Phone Usage - Percentage & Monthly amount	
Other	

IMPORTANT REMINDERS: ATO STANCE

***Must have spent the money & have records to prove it! *Must be related to your work *Must not have been reimbursed**