

DEDUCTIONS

Items

Motor Vehicle Expenses

If you intend to claim work related motor vehicle expenses, have you asked yourself the following?

- Have I undertaken travel that doesn't include to and from work?
- Have I kept a logbook during the previous 5 years which fulfils the following criteria
- It has an odometer reading at the beginning and the end of the period in question
- It covers a continuous period of at least 12 weeks
- For each work related trip, the logbook includes the date, the distance travelled and the reason for the travel

In addition to the logbook, do I have record of the following?

- Purchase price and date of the car
- Repair & maintenance expenses
- Registration and insurance expenses
- Other car related expenses

Work related travel

If you intend to claim travel expenses, have you asked yourself the following?

- Was I required to stay away from home overnight by my employer?
- Did I keep a business activity diary for travel where I was required to stay away from home for more than six consecutive nights?
- Was I already reimbursed for any of my out of pocket expenses?
- For any expenses I intend to claim, is there a connection between the expense and my employment?

Self-Education Expenses

Did you incur self-education expenses relating directly to your current employment? If so, do you have record of the following?

- Tuition fees paid
- Textbooks, stationary and other study aids
- A summary of travel undertaken relating to completion of study

General Work Related Expenses

If you have incurred other general work related expenses, do you have record of the following?

- Written evidence of the expense incurred
- For items that cost more than \$300 in particular
 - The date the item was purchased
 - The work related use (as a %) of the item
- For computer and internet related expenses, a diary of use for a continuous period of 4 weeks
- For home office expenses running expenses, a diary of use for a continuous period of 4 weeks
- For telephone expenses, a calculation of the work related used percentage
- If you have items that were not fully depreciated in the previous financial year, a copy of your previous year's tax return

Other items to consider

- If you are preparing tax separately from your partner, what was their taxable income for the year?
- If you separated from your partner during the year, what was the date?
- Do you have a copy of your private health insurance statement?
- If you have paid income protection insurance premiums during the year, do you have record of the total amount paid?
- Do you have record of the donations paid during the year?
- If you intend to claim remote area offset (zone), do you have a summary of the period for which you lived in that area?
- Total child support paid (if applicable)
- Cost of preparation of previous tax return.
- Uniforms, protective clothing etc.
- Any other receipts relevant.