



**Phone and internet log – 4 weeks**

It is our recommendation anyone wanting to claim telephone/internet costs this year they maintain a 4 week log of received and made work and personal calls along with weekly hours for work/private internet use - similar to templates below. **Example:** Ahmed has a prepaid mobile phone plan that costs him \$50 per month. Ahmed doesn't receive a monthly bill so he keeps a record of his calls for a 4 week representative period. During the 4 weeks, Ahmed makes 25 work calls and 75 private calls. Ahmed worked for 11 months during the income year, having had one month of leave. Ahmed calculates his work use as 25% (25 work calls ÷ 100 total calls). He claims a deduction of \$138 in his tax return (25% x \$50 x 11 months).

**TELEPHONE LOG**

<b>Date</b>	<b>Work Related Incoming</b>	<b>Work Related Outgoing</b>	<b>Private</b>	<b>Total Work Related Calls</b>	<b>Total Calls</b>	<b>Comments</b>
1/6/21	IIII	I	III	5	8	<b>EXAMPLE</b>

**INTERNET LOG**

<b>Date</b>	<b>Weekly Work Hours</b>	<b>Weekly Private Hours</b>	<b>Comments</b>
1/6/21	###	###	1 hr per evening work related project

*These are areas of interest for the Australian Taxation Office*