CAR EXPENSES - CENTS PER KILOMETRE WORKSHEET

Car 1: Registration No: .... Business/Work Km: ....

Car 2: Registration No: .... Business/Work Km: ....

NB: MAXIMUM CLAIM IS 5,000KM'S PER VEHICLE

TOTAL KM CLAIMED ....

TOTAL DEDUCTION CLAIMED @ 68C/KM $________

LAUNDRY WORKSHEET

Protective Clothing/Compulsory Uniform

Full Loads per week of above ....

Part Loads -- Work/Private x .5 ....

Total Loads ....

Number of Weeks x ________

Laundry claim @ $1 $________

Please note that if the laundry claim exceeds $150.00 then full substantiation applies and this method can be used by self-employed persons.

LOG FOR USAGE OF HOME OFFICE EXPENSE

TAXPAYER ....

TO BE KEP FOR MINIMUM 4 WEEKS

DATE	TIME FROM - TO	DAILY TOTAL	DATE	TIME FROM – TO	DAILY TOTAL

TOTAL HOURS THIS PAGE: ________ **HRS**

TAX CLAIM @ 52C/HOUR: $________

ATO accepted rate covers power; heating; Wear & tear of desk, chairs etc.

Prepared by Kirby Financial Solutions, PO Box 3032, Mount Gambier SA 5290

TELEPHONE LOG

For: ....(Home) ....(Mobile)

Name: .... For the year ended 30th June 201

Date	Number of Calls				$
	Incoming		Outgoing		Outgoing to Business STD/Mobile
	Business	Private	Business	Private	
TOTALS					$
Total Business Proportion	%	%			

Fixed/Rental Costs Per Month/Quarter: $

I declare that I have kept a telephone usage diary for a minimum of ONE MONTH to establish a reasonable estimate of my business usage.

Signed: .... Date: / /201

Prepared by: Kirby Financial Solutions, PO Box 3032, Mount Gambier, SA 5290

USAGE DIARY WORKSHEET

For: Computer/Internet/Other Equipment (specify)..
(Circle relevant item; use fresh sheet for each item)

Name:.. Year ended 30th June 20

Date	Time Commenced	Time Finished	Total Time	Business Percentage	Private Usage	Type of Task Undertaken
TOTAL						

Business Use Proportion (business hours divided by total hours) = ...%

I declare that I have kept a time usage diary for a minimum of one month each year to establish a reasonable estimate of my business usage.

Signed: ....

Dated: ....