

G - 2022 WORK RELATED EXPENSES WORKSHEET

Name

Please provide details of all work-related expenses incurred. If registered for GST, you exclude GST from the amounts. If you are not registered, claim the cost including GST.

This list is not exhaustive (refer to our Deductions Guide as to what can be claimed)

If insufficient space please provide details on a separate sheet.

| Description | Total | Personal Use % | Amount Claimed |
|--|-------|----------------|----------------|
| Clothing, uniforms, footwear (industry specific) | | | |
| Computer | | | |
| Conferences, Seminars, Training courses | | | |
| Internet | | | |
| Journals/Publications | | | |
| Laundry (industry specific) | | | |
| Mobile/Telephone | | | |
| Professional memberships | | | |
| Professional association & Union fees | | | |
| Self-education: course fees, textbooks, stationery, travel (detail connection to current employment) | | | |
| Software | | | |
| Stationery & Printer consumables | | | |
| Subscriptions | | | |
| Travel – domestic (tolls, public transport, parking) | | | |
| Travel – domestic (meals, accommodation, incidentals while away overnight) | | | |
| Travel - overseas | | | |

Use of home office - If you work elsewhere (such as an office) but work from home occasionally/as a result of lockdown/or operate your business from home. Specify number of hours per week (This may vary for different periods based on circumstances eg. lockdown – if so show for each period)

| Period Start Date | Period End Date | No of Hours/Week |
|-------------------|-----------------|------------------|
| | | |
| | | |
| | | |

- Fixed rate of 52 cents for each hour you worked from home. You can claim separately for use of home internet, mobile phone etc
- Fixed rate of 80 cents per hour for each hour you worked from home. You cannot claim any other expenses incurred in working from home, including depreciation of equipment and furniture.

Both rates include the running expenses you incur for the decline in value of home office furniture and furnishings, electricity and gas for heating, cooling and lighting, cleaning your home office. We will determine which rate is best for you when preparing your return.

If you run a business from home and have a designated and separate work area, you may be able to claim occupancy expenses, such as rent, mortgage interest, water and rates. If so, please contact us. NB-There are CGT implications if you own your own home.