

## WORK RELATED EXPENSES CHECKLIST



1	Expenses	
	<ul style="list-style-type: none"><li>• Accounting fees</li><li>• Books and journals</li><li>• Computer expenses, including depreciation</li><li>• Donations</li><li>• Government charges and other fees</li><li>• Hire or rent of plant and equipment</li><li>• Home office running costs</li><li>• Insurance premiums</li><li>• Motor vehicle expenses (set rate per km or logbook method)</li><li>• Printing, postage and stationery</li><li>• Protective clothing</li><li>• Self education expenses</li><li>• Seminar or conference costs</li><li>• Subscriptions and publications</li><li>• Telephone and internet</li><li>• Tools and equipment</li><li>• Travel and accommodation</li><li>• Union fees</li></ul>	

