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Work Related Travel Worksheet

Client Name: _____

Have you undertaken any work-related travel in Australia or Overseas?

Purpose of Trip: _____

EXPENSES:

Accommodation	$
Airfares	$
Seminar/Conference Registration Costs	$
Other *(please specify)*	$
	$
	$
TOTAL:	$

*i.e. Must have legitimate work-related purpose

SUBSTANTIATION:

The substantiation guidelines require you to keep receipts, log books, and other documentary evidence to establish that you have spent the amounts you claim.

A valid receipt has the name and ABN of the supplier, the date paid, the amount in Australian dollars and a full description of the product.

You should keep all receipts for at least 5 years after lodging your tax return. You don't need to send them in, but they need to be available if required.

Please do not hesitate to contact Crawford Accountants if you have any queries relating to this worksheet.