

# Work related self education expenses

for 2011 Tax Return



Please complete and sign this form, then e-mail, fax, post or hand deliver it to our office  
**OR**

Submit the actual documentation detailed on this checklist for JEM to compile

**TO:** JEM Partners  
**ATTENTION:**

**FAX:** (03) 9899 5723  
**E-MAIL:** [tax@jempartners.com.au](mailto:tax@jempartners.com.au)

<b>CLIENT NAME:</b>		<b>CLIENT SIGNATURE:</b>	X
---------------------	--	--------------------------	---

## COURSE DETAILS

**What is the full name of the course you are studying:**

**When did you start this course:**

**What is the relationship of this course to your income earning activities? Does it:**

- Have a connection to your work based on improved income potential in current job?  
OR
- Have a direct connection to skills required for current work activities?  
OR
- Have any other direct connection between study and current work activities?

## EXPENSE DETAILS

<b>Course fees \$</b>	<b>Union fees \$</b>
<b>Stationery \$</b>	<b>Parking &amp; transport fees \$</b>
<b>Motor vehicle expenses (see the Work related car expenses schedule for a rundown on what to account for) \$</b>	<b>Technical journals \$</b>
<b>Extra tuition \$</b>	<b>Other expenses \$</b>
<b>Interest on borrowings \$</b>	<b>Repairs to equipment \$</b>
<b>Capital costs – computer \$</b>	<b>Child care \$</b>

**PLEASE NOT THE FOLLOWING TRIPS WHICH MAY BE CLAIMED WHEN TRAVELLING ON SELF EDUCATION PURPOSES:**

Home > School > Home = both portions are claimable

Work > School > Work = both portions are claimable

Work > School > Home = only the first portion is claimable on this broken trip

Home > School > Work = only the first portion is claimable on this broken trip