

Work related travel 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

CLIENT NAME:		CLIENT SIGNATURE:	X
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DID YOU TRAVEL INTERSTATE, INTRASTATE OR OVERSEAS DURING THE 2010 FINANCIAL YEAR?
Destination:
What date did you leave your home city in which you reside?
What date did you come back?
Where did you travel to?
How many days were taken up by work related tasks/work related conferences and seminars out of the total days away?
For a stay away longer than 5 nights, apart from retaining receipts or logging the expenses in a diary, did you also keep a diary outlining what each day entailed? If no, then we may not be able to claim Travel Expenses. A diary would need to be produced please.
If the answer to the above question is yes

RUNNING COSTS	TOTAL FOR YEAR
Taxi to and from airport:	\$
Airport parking:	\$
Etag to airport	\$
Airfare:	\$
Accommodation:	\$
Meals:	\$
Overseas taxi:	\$
Incidentals:	\$
Conference or seminar expenses:	\$
Tolls:	\$