

Self-Education Worksheet

Client Name:

Have you undertaken any work-related Self Education*?

Name of course or study:	
Expenses:	\$
Course Fees (cannot include HECS amts)	\$
General Service/Union Fees	\$
Stationery/Parking	\$
Books/Journals	\$
Extra Tuition	\$
Telephone/ISP costs	\$
Other: (Please specify)	\$
	\$
Total:	\$

*Note: Self-Education must be relevant to your current employment, and not to open up a new source of income.

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.