

# Work-Related Travel Worksheet

**Client Name:** .....

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

Purpose for Trip * :	
Expenses:	\$
Accommodation	\$
Airfares	\$
Seminar/Conference Registration Costs	\$
Other (Please specify)	\$
	\$
	\$
	\$
<b>Total:</b>	\$

- 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.