

Self-Education Worksheet

Client Name: _____

Have you undertaken any work-related Self Education*?

Name of course or study: _____

Expenses:

Course Fees (cannot include HECS amounts)	\$
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.

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