1. **Telephone Usage**

Date – Fill in the date when the phone call was made.

No. of calls – note the number of calls made during the specified date.

Phone number - note the phone number of the person you have called.

1. **Laundry**

Date – Note the date you did the laundry of your logoed/compulsory/protective uniform.

On this own (# of load) – Note the number of times that you have washed your uniform on its own. Not mixed with personal clothing.

With others (# of load) – Note the number of times that you’ve washed your uniform with personal clothing.

1. **Home Office**

Date – When did you do the work from home?

Hours in total – Fill in the total number of hours of working from home during the specified date.

Purpose/Description – Why do you need to work from home? (e.g. Employer requires to finish task urgently, Work from home arrangement with employer)

1. **Computer Consumables**

Date – When did you first use it?

Cost – Enter the cost of the claim.

Private use hours – How many hours do you use them for private purposes?

Work Related hours – How many hours would you use them for work purposes?

1. **Internet**

Date – When did you use your internet for work purposes?

Cost/month – Enter the total cost per month.

Private use – Enter the percentage of private use during the period.

Work related use – Enter the percentage of private use during the period.

1. **Motor Vehicle**
2. Logbook Method
3. Cents per kilometre