

Employee allowances worksheet

Taxpayer's name _____

Tax file number _____

Year ended _____

Address _____

1. Please provide details of all allowances that were received by you during the income year:
(Also include those allowances not shown on the payment summary)

Description of allowance	Number of days received	Amount
1. _____ Days	\$.....
2. _____ Days	\$.....
3. _____ Days	\$.....
4. _____ Days	\$.....
5. _____ Days	\$.....
6. _____ Days	\$.....
7. _____ Days	\$.....
Total allowances received during the year		\$.....

Deduct: The amount of any **bona fide living-away-from-home allowances** received during the year of income (\$ _____)

Deduct: The amount of any **reasonable bona fide travel or overtime meal allowances paid under an industrial instrument**, not shown on the payment summary and fully spent on deductible expenses^❶ (\$ _____)

Total taxable allowances received during the income year **\$_____**

(Show at **Item 2 – Allowances, earnings, tips, director's fees, etc.** on the income tax return)

❶ No deduction for these expenses can be claimed since the allowance is not included as income.