

Travel allowance expense declaration

Taxpayer's name

Tax file number

Year ended

I, of

declare that during the year ended 30 June I was required to travel away from home overnight for the purposes of performing my work duties.

As a result, I understand that I may be entitled to claim a deduction for travel-related expenses up to the daily amount prescribed by the Commissioner of Taxation ('Commissioner') for:

.....
[insert relevant travel-related expenses – i.e., meals, accommodation and/or incidental travel]

without having to substantiate my claim (e.g., without having to obtain receipts or similar documents).

In making such a claim, I also declare the following:

An allowance was paid to me during the year (by my employer) to compensate me for the cost of
..... *[insert relevant travel-related expenses]* in relation to each overnight work trip undertaken during the year.

The amount being claimed has actually been incurred by me in the course of performing my work duties whilst travelling away from home overnight, and I understand that I cannot simply claim a deduction up to the Commissioner's daily amount just because I have received an allowance from my employer.

The purpose of the daily reasonable allowance amounts prescribed by the Commissioner is to simply set a limit on the amount that can be claimed as a tax deduction for travel-related expenses covered by an eligible travel allowance without having to provide receipts (or a travel diary in some cases).

I may be required by the Commissioner to reasonably demonstrate how the amount being claimed for *[insert relevant travel-related expenses]* was determined.

Taxpayer's signature

Date