

## 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:

- (a) 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.
- (b) 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.
- (c) 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).
- (d) 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 .....