

# 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<sup>❶</sup> (\$ )

**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.*