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 expenses➊ ($ )

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

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

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