



WORKING FROM HOME - 2022/2023

Choice of 2 Methods

1. Set Rate to cover HOME OFFICE EXPENSES INCLUDES electricity, gas, data and internet, phone, stationery, and computer consumables (e.g. printer ink).

Fixed Rate Method from 1 July 2022 to 28 February 2023

Hours per week (*average*) _____ **67c** per hour (4 week diary sufficient to obtain average)

Fixed Rate Method from 1 March 2023 to 30 June 2023

Hours per week (*exact number*) _____ **67c** per hour - (a daily record, e.g. diary entry is required)

Plus cost of computer/laptop/printer/scanner & office furniture—acquisition &/or maintenance costs

Provide details;

- Hardware purchased (detail & date of purchase) _____
- Repairs & Maintenance of computer / office equipment _____
- Cleaning (only if you have a dedicated home office) _____

(An example of Working From Home Diary is overleaf)

2. Actual Method

\$ _____ total paid Jul 22 —Jun 23 (*electricity and gas*) claim _____ % (*office floor space*)

PLEASE COMPLETE for both methods 1 and 2

Internet: \$ _____ p/m _____ % (*work use percentage*)

Telephone: mobile \$ _____ p/m _____ % (*work use percentage*)

Have receipts for the following (please total/detail);

Ink & Stationery _____ Cleaning _____

Office supplies _____

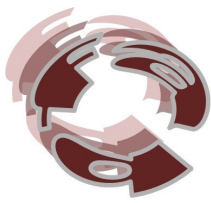
Software _____

Other (please detail) _____

Equipment <\$300 _____

Equipment >\$300 _____

(Please provide dates of purchase if >\$300)



WORKING FROM HOME DIARY - 2022/2023

Revised fixed-rate (67 cents per hour) method

Name: _____

Date	Start time	End time	Private time	Total time worked	Description of work done
TOTAL					

Signed: _____ Date: _____ / _____ / _____