



QUICK CLAIM GUIDE

Here's a quick list of common items that you can claim:

- Travel (for example, work trips to Auckland)
- Entertainment (for example, buying lunch or coffee for someone, and discussing future contract opportunities)
- Business cell phone bills
- Rent paid on business premises
- Stationary, and work-related journals and magazines
- Interest on borrowing money for the business
- Membership of professional associations
- Home office expenses, if you're entitled to work from home under your contract (includes a portion of your mortgage interest, rates, insurance, power, phone, internet, etc)
- Income protection insurance
- Vehicle reimbursement for mileage (excluding home to work travel) if you have a record of the mileage
 - You can work out the business use of your vehicle by:
 1. Keeping a logbook for at least 90 consecutive days
 2. Averaging out the business and private use of vehicles
 3. Then claim that percentage of all running costs for three years (so long as the actual business/personal use doesn't change by more than 20%)



- The logbook must record the:
 1. Start and end of the 90-day test period
 2. Vehicle's odometer readings at the start and end of the test period
 3. Distance of each business journey
 4. Date of each business journey
 5. Reason for each business journey
- GST on the current market value of any equipment (like computers or cell phones) that you contribute to the business – those assets can also be depreciated for Income Tax purposes