

Business Expenses Checklist

Common business expenses to consider. Tick the ones that apply to you.

Running the business

- ☐ Advertising
- ☐ Bad debts
- ☐ Business start-up costs
- ☐ Business taxes, fees, licences and dues
- ☐ Delivery and freight costs
- ☐ Fuel costs (other than for motor vehicles)
- ☐ Insurance
- ☐ Maintenance and repairs
- ☐ Meals and entertainment expenses
- ☐ Office expenses
- ☐ Supplies
- ☐ Telephone and utilities
- ☐ Travel

Premises and home office

- ☐ Rent
- ☐ Property taxes
- ☐ Business-use-of-home expenses
Rent, utilities, insurance, repairs, mortgage interest, property taxes, strata fees

Vehicle

- ☐ Licence and registration fees
- ☐ Fuel costs
- ☐ Insurance
- ☐ Interest on money borrowed to buy a vehicle
- ☐ Maintenance and repairs
- ☐ Leasing costs (operating lease)

Please keep a log of your business kilometres.

People

- ☐ Salaries, wages and benefits (including employer's contributions)
- ☐ Private health services plan premiums
- ☐ Management and administration fees

Professional and financial

- ☐ Legal, accounting and other professional fees
- ☐ Interest charges
Interest, fees and penalties on business-related loans
- ☐ Capital cost allowance (tax depreciation on capital items)

The simple rule

In general, an expense relates to your business when it helps you earn income. Please keep your receipts and invoices.

Not sure if something applies? Send it anyway and we'll sort it out.