



Australian Institute of
Project Management

Tax Return Checklist for Project Managers





Tax Return Checklist for Project Managers

As a project manager there are a range of work-related deductions you may be able to claim to bump up your tax refund. Here is a checklist to help you get started on this year's return

Income

- Payment Summaries and Income Statements
- Income from business activity (e.g if you're a project management contractor)
- Interest income from banks and building societies
- Rental property income
- Dividend statements

Work related expenses

- Education and industry membership, such as your AIPM membership dues
- Clothing and laundry if you're required to wear a specific uniform for work
- Protective gear, such as goggles, gloves and even sunscreen if you're required to work outdoors
- Vehicle and travel expenses for performing work related activities (travel between home and your normal place of work is excluded)
- Travel costs for self education





Work related expenses (continued)

- Parking fees and tolls incurred while travelling (however this excludes fines)
- Tools and equipment, such as power tools if you work in construction or software expenses if you work as a contractor
- Expenses of transporting bulky tools and equipment
- Depreciating assets to earn an income (e.g machinery, equipment, computers and computer accessories)
- Home office expenses, including a portion of your mobile phone and internet bill
- Overtime meals if you're required to purchase food and drink while you're working overtime
- Insurance, such as Professional Indemnity Insurance

Other deductions to consider:

- Tax return fee from previous year
- Expenses relating to rental properties
- Donations to charity

DISCLAIMER: The information provided is general in nature, please speak to your tax advisor or accountant for advice relevant to your situation.

About the Australian Institute of Project Management

The Australian Institute of Project Management (AIPM) is the premier, longest-serving body for project management in Australia. AIPM's role is to improve the knowledge, skills and competence of project managers and related project personnel, all of whom play a key part in the achievement of business objectives – not just project objectives.

