

Time usage diary worksheet

Taxpayer's name

Tax file number

Year ended

Employer (if applicable)

It is recommended that a time usage diary adopt the following format:

Time usage diary						
Date	Time commenced	Time finished	Total time	Business percentage	Private usage	Type of task undertaken
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.....
.....
.....
.....
.....

Summary

Depreciating asset

Date time diary commenced

Date time diary finished

Total business hours usage

Total hours
(business and private)

Creditable (business) use percentage (%)
(business hours divided by total hours)