

	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Weeks Total
Business time								Hours
	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Weeks Total
Business time								Hours
	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Weeks Total
Business time								Hours
Total Business time:								Hours
Total for the 28 day period = hours x 13 periods = hrs for the year ie: 56 hours x 13 periods = 728 hours								
Totals from Worksheets								
Phone/Mobile business percentage calculated from a one month itemised phone bill with personal calls ruled out.								
Phone usage = Total yearly bill x Business percent = ie: \$1,080 x 25% = \$270								
Internet from a diary kept over four weeks, calculating percentage of internet usage based on hours of personal and business usage. Total internet bills for the year aggregated.								
Internet = Total yearly bill x Business percent = ie: \$1,080 x 33.3% = \$360								
Home office from a diary kept over four weeks. The total numbers of hours were calculated and this is used to calculate for the total year.								
Home office = Total for the 28 day period = hrs x 13 periods = hrs for the year. ie: 56hrs x 13 = 728 hrs								
Signature of taxpayer							Date	