

A line for every cost you mean to claim, with the receipt ticked off as it goes in the folder.

Tax year or period: _____

Where the receipts are kept: _____

This sheet adds up to	Amount
Lines on this sheet	
Total spent	
Total being claimed	
Receipts filed	
Receipts still missing	

Which costs count, and how much of one you may claim, depends on where you file and on your own circumstances. This sheet records what you spent and whether you have the receipt; it does not decide what is allowable. Ask your tax office or an accountant about anything you are unsure of.