On-the-Ball
Business Services

FOUR-WEEK REPRESENTATIVE MOBILE PHONE DIARY

Name: ______________________________

TFN: ____________________

Financial Year: ____________________

To claim your mobile phone costs where you don't have an itemised bill, you determine your work use by keeping a record of all your calls or use over a four-week representative period and then calculate your claim using a reasonable basis, that is, on either the number of calls or the amount of time on calls (or phone use)

Date	Purpose of call/use	Work call/use	Private call/use