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Overseas travel expenses – supporting information

Here's a list of the documents and information we usually need to process a private ruling request or objection about the deductibility of overseas travel. If you provide supporting information this will reduce the time it takes us to process your request.

If you want to apply for a private ruling about the deductions you can claim for overseas travel, you need to:

- complete and submit the relevant private ruling application form (for tax professionals or not for tax professionals)
- provide the supporting information listed below.

If you want to lodge an objection about the rental property deductions you can claim for overseas travel, you need to:

- complete and submit the relevant objection form (for taxpayers or tax professionals)
- provide the supporting information listed below.

Supporting information

Note: If you've previously provided us with any of the information listed below, you don't need to provide it again.

The information we need for a private ruling or objection about the deductibility of overseas travel includes:

- the purpose and duration of the trip overseas
- your employment duties and how the travel relates to that employment
- if the duration of your trip was six or more consecutive nights, a copy of your travel diary
- whether your employer requested that you travel overseas
- whether you received a travel allowance from anyone or whether you were reimbursed for any of the expenses incurred
- whether you took leave to travel overseas, and if so, what type of leave
- the date you left Australia and the date you returned
- whether the trip contained a private component, and if so, details
- what expenses you incurred, including amounts, dates and details on how the expenses were calculated
- how you apportioned expenses to cover the private component
- whether anyone accompanied you on the trip overseas, and if so
 - who and your relationship with them
 - what they did while you were doing work-related activities
 - whether any expenses you wish to claim relate to this person
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You should also provide a copy of all evidence you have to substantiate the expenses.

Next steps:

- [Private ruling application form \(not for tax professionals\) \(/Forms/Private-ruling-application-form-\(not-for-tax-professionals\)/\)](#)
- [Private ruling application form \(tax professionals\) \(/Forms/Private-ruling-application-form-\(tax-professionals\)/\)](#)
- [Objection form – for taxpayers \(/Forms/Objection-form---for-taxpayers/\)](#)
- [Objection form – for tax professionals \(/Forms/Objection-form---for-tax-professionals/\)](#)

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Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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