

2024 Business Expenses Checklist

Understanding what's tax-deductible and knowing the rules can reduce your taxable income.

This noncomprehensive checklist is designed to provide business owners with a quick reference for business expenses that are commonly queried as to whether they are tax deductible. These expenses may not be applicable to every business owner, so make sure to assess them based on your situation.

It's also important to keep track of your business expenses. Make sure you **keep these records for 7 years**. You can use on Excel or keep a manual logbook but this is a fiddly solution and you are more prone to error. Opting for accounting software such as [Xero](#) simplifies expense tracking, tax admin, and your year-end process for filing your taxes.

Typically claimable

- Anything you purchase to sell to clients and/or customers
- Accounting fees
- Accident Compensation levies
- Advertising
- Bank fees and credit card charges
- Commission paid to others to sell your products/services
- Computer / software / internet expenses
- Consultancy fees
- Contractors and subcontractors
- Depreciation on business assets
- Freight
- Health and safety costs
- Insurance on business assets
- Interest on loans and overdrafts
- Legal fees – if less than \$10,000 and business-related
- Licenses, registrations, and subscriptions
- Office expenses
 - Light, heat, and power
 - Milk, tea, coffee, biscuits for staff
 - Cleaning and toiletries
 - Telephone
- Postage
- Printing and stationery
- Protective clothing
- Rent and lease of assets
- Salaries and wages
- Training and courses
- Travel (national and international)

Sometimes claimable

- Entertainment
 - Gifts (and vouchers) of food and drink – 50%
 - Social events – 50%
 - Office shouts – 50%
 - Sports or cultural events – 50%
 - Light meals for meetings – 100%
 - Food and drink provided at a conference or similar event – 100%
- Repairs and maintenance
- Assets used in the business
(assets costing less than \$1,000 can be deducted immediately from income)
- Use of (part of) your home as an office
 - Rent
 - Mortgage interest
 - Electricity
 - Rates
 - Insurance (home and contents)
 - Telecommunication bills
- Motor vehicle expenses
- Legal fees
- Expenses paid personally

Definitely not claimable*

- Drawings
- Doctor and medical bills
- Physiotherapy (even if you're injured at work)
- School fees and childcare costs
- Vet bills
- Shoes and clothing if they are suitable for general wear
- Gym subscriptions
- Personal travel and accommodation
- Parking and motor vehicle fines (GST not claimable)
- Late payment penalties (GST not claimable)
- Any other fines or penalties (GST claimable)

*Given the nature of business expenses (costs related to the operation of your business), this can differ from business to business. For example, a farmer can often claim vet bills for livestock. If unsure, check with your accountant.

Helpful resources on our website:

[Home office expenses: a tax deduction guide for business owners](#)

[What motor vehicle expenses can I claim for my business?](#)

[Personal and private use of business assets](#)

[Small business accounting: 6 common myths debunked](#)

[7 top tips business owners should know to reduce their tax bills](#)

[How to find the right small business accountant](#)

Who are Beany?

We're an online accounting firm that is always right here for you, your accounting pain relief. The most advanced technology lets us work way more closely with you than a normal accountant would.

We have a dedicated team of certified accountants and a support team to take care of your business no matter where you are, so you can focus on growing your business. We take out the 'fluff', break down the barriers and get things done. Looking out for you is what we are all about. [Get started for free today.](#)

**Join us today at
Beany.com**

Beany