

Working from Home Diary

In order to claim a proportion of your home office running expenses you have incurred whilst working from home during the COVID-19 outbreak, you are required to maintain logbook to detail the following information.

Name: _____

Tax Year: _____

Date	Time Started	Time Finished	Break Duration	Total Time Worked	Total Time Worked with Internet	Total Time other Household Members used Internet	Total Hours on Internet by Entire Household	Description of Work Done
Week 1 – Total Hours								

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Week 1 – Total Hours								

Total Hours for Month: _____

Total Internet Business Hours: _____

Total Household Internet Hours: _____