

2021

Tax Time Toolkit



The 2021 Tax Time Toolkit



We encourage you to share this information with your staff, clients, members and networks.

Welcome to the 2021 tax time toolkit. This year's toolkit has been designed to further support you and your clients during tax time. It provides a quick reference guide for 39 specific occupations with information on expenses your clients can and can't claim, as well as common deductions like car and travel expenses. This year you will notice three new reference guide products for community support workers, gaming attendants and recruitment consultants.

As each tax time can be slightly different, we've included tailored information specific to tax time 2021. For example, your clients may have received different types of income this tax time and the deductions they normally claim may have changed.

Record keeping is also a focus of our toolkit, and you'll find information explaining the records your clients need to keep and how to apportion their expenses between private and work-related use.

We have received good feedback about our previous toolkits from the tax profession, and we are happy to hear that they are a valuable resource in guiding conversations with your clients. With that in mind, I encourage you to share this toolkit with your staff and through your professional networks.

We aim to ensure all our guidance products are tailored to your needs and the needs of your clients, so please feel free to share any feedback with us.

Finally and importantly, we recognise that there continues to be pressure for the tax profession. We understand the past eighteen months has been a tough time for many of you, and we are committed to providing help and support to all tax professionals when it is needed. We are working hard to ensure that this help is tailored and personalised to your needs.

More information on the range of support options is available at ato.gov.au/TPSupport If you need support, please reach out to us.

Thank you for your ongoing partnership as we navigate Tax Time 2021 together. I look forward to working with you in the year ahead.

Hoa Wood
Deputy Commissioner
Australian Taxation Office

A helpful directory for tax time

The ATO has a range of information, tools and services available to help Australians prepare and lodge their tax return every year:

ato.gov.au/taxessentials	an overview of the essential information individuals need to know for their tax return this year
ato.gov.au/disaster	specific advice for those affected by natural disasters
ato.gov.au/coronavirus	specific advice for those affected by COVID-19
ato.gov.au/whatsnew	changes to be aware of before you complete your tax return
ato.gov.au/doineedtolodge	an easy tool to find out if you need to lodge a tax return this year
ato.gov.au/lodgemymreturn	lodge using myTax or a registered tax agent. If you are going to lodge your own return, myTax is the quickest and easiest way to lodge
ato.gov.au/deductions	it pays to know what you can claim at tax time
ato.gov.au/occupations	guides from specific industries and occupations to help you correctly claim the work-related expenses you are entitled to
ato.gov.au/mydeductions	a useful way to keep track of records throughout the year to make tax time easier
ato.gov.au/incomeyoumustdeclare	find out what income you must declare in your tax return
ato.gov.au/rental	find out what you need to declare and what you can claim for your investment property
ato.gov.au/calculators	a range of calculators and tools to help you work out the answers to questions unique to your tax and super circumstances
ato.gov.au/whereismyrefund	track the progress of your return
ato.gov.au/onlineservices	access a range of tax and super services in one place, including lodging your tax return, tracking the progress of your return and making a payment or entering a payment arrangement
ato.gov.au/community	ask your tax and super related questions on the ATO's online community forum
ato.gov.au/findus	keep up to date with the latest tax and super information on the go! Follow the ATO to get tax tips and updates in seconds, share information and stay informed.

Occupation guides

The following pages contain occupation guides for professionals.

- Agriculture
- Apprentice
- Australian Defence Force
- Bus driver
- Call centre operator
- Cleaner
- Community support worker
- Construction worker
- Doctor, specialist or other medical professional
- Engineer
- Factory worker
- Fire fighter
- Fitness or sporting industry employees
- Flight attendant
- Gaming attendant
- Hairdresser or beauty therapist
- Hospitality worker
- IT professional
- Lawyer
- Meat processing
- Media professional
- Miner
- Nurse or midwife
- Office worker
- Paramedic
- Performing artist
- Pilot
- Police officer
- Public servant
- Real estate professional
- Recruitment consultant
- Retail
- Sales and marketing
- Security industry
- Teacher
- Tradie
- Train driver
- Travel agent
- Truck driver

If you're an employee in the agriculture industry it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Vehicle expenses



- ✓ **You can claim** the cost of using a car you own when you drive:
- between separate jobs on the same day – for example, travelling from your first job as a fruit picker directly to your second job to test soil for crop research
 - to and from an alternate workplace for the same employer on the same day – for example, travelling between cane fields for your employer.

If you claim car expenses, you can use the logbook method or the cents per kilometre method to calculate your work-related claim.

If your vehicle has a carrying capacity of one tonne or more, such as a ute or panel van, **you can't** use the cents per kilometre method to calculate your claim. **You can claim** the actual expenses based on the work-related use of your vehicle. The easiest way to demonstrate this is by keeping a logbook. **You can claim** the work-related percentage of the decline in value and running costs, such as fuel, oil, insurance and loan interest but you must keep your receipts and records that show your work-related travel.

- ✗ **You can't claim** the cost of trips between home and work under any of the methods, even if you live a long way from your usual workplace or work outside normal business hours. In limited circumstances **you can claim** the cost of trips between home and work, where you carry bulky tools or equipment for work. You can claim a deduction for the cost of these trips if:
- the tools or equipment are essential to perform your employment duties and you don't carry them merely as a matter of choice
 - the tools or equipment are bulky – this means that because of the size and weight they are awkward to transport and can only be transported conveniently by the use of a motor vehicle
 - there is no secure storage for the items at the workplace.

- ✓ **You can claim** the decline in value and running costs of all-terrain vehicles (ATV), such as a quad bike, where you're required to cover large distances of land that is not accessible by car. You can only claim the decline in value for an ATV if you paid for the vehicle yourself and you were not reimbursed by your employer.

Travel expenses



- ✓ **You can claim** travel expenses if you're required to travel away from your home overnight in the course of performing your employment duties – for example, carting cattle long distances between farms. Travel expenses can include meals, accommodation, fares and incidental expenses you incur when travelling for work.

- ✗ **You can't claim** a deduction if the travel is paid for, or you are reimbursed by your employer or another person.

Receiving a travel allowance from your employer doesn't automatically mean you can claim a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your employment income.

This is a general summary only.

For more information, visit ato.gov.au/occupations or speak to a registered tax professional.

Clothing, footwear and laundry expenses



- ✗ **You can't claim** the cost of buying or cleaning conventional clothing worn at work – for example, footy shorts, track pants, jeans or jackets, even if you only wear it to work and your employer tells you to wear it.
- ✓ **You can claim** the cost of buying, cleaning or repairing:
- compulsory uniforms that are unique and distinctive and identify you as working for a particular employer
 - non-compulsory uniforms that are registered with AusIndustry (check with your employer if you're not sure).
- ✓ **You can claim** clothing and footwear that you wear to protect yourself from the risk of injury or illness posed by your income-earning activities or the environment in which you carry them out. To be considered protective, the items must provide a sufficient degree of protection against that risk – for example, a cattle farmer can claim gloves and steel-capped boots. The cost of repairing, replacing or cleaning protective clothing and footwear can also be claimed.
- ✗ **You can't claim** a deduction if your employer pays for or reimburses you for these expenses.

Licences, permits and cards



- ✗ **You can't claim** your driver's licence or motor bike licence.
- ✗ **You can't claim** the initial cost of getting a special licence, condition on your licence or certificate in order to gain employment – for example, a heavy vehicle permit, firearm or forklift licence.
- ✓ **You can claim** the additional costs to renew a special licence, condition on your licence or certificate in order to perform your work duties. For example, if you need to have a forklift licence to get your job, you can't claim the initial cost of obtaining it, however you can claim the cost of renewing it during the period you are working.

Other expenses



- ✓ **You can claim** the work-related portion of other expenses if they relate to your employment, including:
- the decline in value and maintenance of guns, firearms and ammunition
 - working dog and working horse expenses, such as food, vet bills, miscellaneous items like the decline in value of a saddle
 - hats and sunscreen
 - tools and equipment as well as repairs, such as a chainsaw or fencing tools
 - union and professional association fees
 - phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern
 - technical or professional publications.
- ✗ **You can't claim** a deduction if the cost was met or reimbursed by your employer. You also can't claim private expenses, such as music subscriptions or childcare.

This information is for **employees** who work in agriculture. It doesn't apply to hobby farmers.

If the drought is causing you financial difficulties, phone us on **1800 806 218** and we can help you manage your tax.



Australian Government
Australian Taxation Office

If you're an apprentice it pays to learn how to get your tax right



Tip: Include all your income on your tax return - including cash!

- You can claim a deduction for expenses incurred as an apprentice if:
- you have spent the money yourself and haven't been reimbursed
 - it is directly related to earning your income
 - you have a record to prove it.

*You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Study and training support loans



You don't need to include your loan amounts on your tax return. You should advise your employer if you have a study and training support loan so they can ensure the correct amount of money is withheld (if required).

✗ **You can't claim** a deduction for any voluntary or compulsory repayments that you make.

Car expenses



✓ **You can claim** a deduction for the cost of using your own car while performing your duties. This includes travel between different work locations, including for different employers.

✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours, as these are private in nature. There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you must:

- keep a logbook of your work trips, or
- be able to show us your claim is reasonable if you use the cents per kilometre method (for claims up to 5,000 km only).

Your vehicle is not considered to be a car if it is a vehicle with a carrying capacity of:

- one tonne or more such as a ute or panel van
- nine passengers or more such as a minivan.

If you drive one of these vehicles you must keep all of your receipts and claim the actual expenses that relate to work – eg fuel, insurance, servicing costs, registration and depreciation. A log book or similar will assist you to determine your work related usage. You cannot use the cents per kilometre method for these vehicles.

Education expenses



If your employer pays for your apprenticeship course fees outright, or reimburses you upon completion of your course, you can't claim a deduction.

✓ **You can claim** a deduction for work-related self-education expenses that have a sufficient connection to your current work activities, such as your apprenticeship course. You can also claim a deduction for the cost of travel from your home to your place of education and back, or your workplace to your place of education and back. You must keep records of your travel expenses to claim a deduction.

Tools and equipment expenses



✓ **You can claim** a deduction for tools or equipment you buy and use for your job.

If a tool or item of work equipment you used for work:

- cost more than \$300 – you can claim a deduction for the cost over a number of years
- cost \$300 or less – you can claim an immediate deduction for the whole cost.

If you use the tools or equipment for both private purposes and work-related purposes, you can't claim a deduction for your private use. For example, if you have a tool set that you use for private purposes half of the time, you can only deduct 50% of the cost.

If the tools or equipment are supplied by your employer or another person, you can't claim a deduction.

Clothing expenses



✓ **You can claim** a deduction for:

- the cost of buying, mending and cleaning uniforms that are unique and distinctive to your job – eg a uniform your employer requires you to wear.
- protective clothing your employer requires you to wear – eg hi-vis vests, steel-capped boots and safety glasses.

✗ **You can't claim** a deduction for plain clothing worn at work, even if your employer tells you to wear it or you only wear it for work (eg workwear or tradie wear that is not designed to provide you with sufficient protection from the risk of injury at your work site).

Other common deductible expenses



Other work-related expenses you can claim include:

- protective equipment such as sunscreen, sunhats and sunglasses
- union and professional association fees
- phone expenses related to phone calls or texts you have to send for work.

Remember, you can only claim the work-related part of the expense.



If you work for the Australian Defence Force it pays to learn what you can claim at tax time



- To claim a deduction for work-related expenses**
- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** a deduction when you:
- drive between separate jobs on the same day
 - drive to and from an alternate workplace for the same employer on the same day – eg if you are required to travel from your normal Army base to another military base to attend a fitness assessment.
- ✗ You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg a military exercise held over the weekend.

In limited circumstances **you can claim** the cost of trips between home and work, where you were required to carry bulky tools or equipment for work and all of the following conditions were met:

- The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
- The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle.
- There was no secure storage for the items at the workplace.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Fitness expenses



- ✓ You can only claim** the cost of fitness expenses if your job requires you to maintain a fitness well above the ADF general standard, eg if you are a physical training instructor with the Australian Special Forces.
- ✗ You can't claim** a deduction for the cost of gym fees to maintain your personal fitness.

Home office expenses



- ✓ You can claim** a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.
- If you are required to purchase equipment for your work and it costs more than \$300, you can claim a deduction for this cost spread over a number of years (depreciation).
- If you keep a diary of your home office usage, you can calculate your claim quickly using the ATO's home office expenses calculator.
- ✗ You generally can't claim** the cost of rates, mortgage interest, rent and insurance.

Self-education expenses



- ✓ You can claim** a deduction for self-education expenses if your course relates directly to your current job or to the next likely promotion as planned by the ADF.
- ✗ You can't claim** a deduction if your study or seminar is only related in a general way or is designed to help you get a new job, eg to enable you to move to a job outside of the ADF.

Other common deductible work-related expenses



- ✓ As long as the expense relates to your employment, you can claim** a deduction for the work-related portion of the cost of:
- technical or professional publications
 - compulsory mess subscriptions
 - union and professional association fees.
- ✗ You can't claim** a deduction for the cost of:
- attending social functions, even though these may be compulsory
 - haircuts, grooming, weight loss programs or supplies, even though the ADF has specific regulations.



If you're a bus driver it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** the cost of using a car you own when you drive:
- between separate jobs on the same day – for example, finishing your morning bus shift and driving directly to your second job in administration
 - to and from an alternate workplace for the same employer on the same day – for example, travelling between different depots for the same company.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

- ✗ You can't claim** the cost of trips between your home and work, even if you:
- live a long way from your usual workplace
 - have to work outside normal business hours
 - work split shifts – for example, driving between home and work during your split shift when you drive the school route.

Driver's licence



- ✗ You can't claim** the cost of obtaining or renewing your driver's licence, even if it is a condition of your employment. This is a private expense.
- ✗ You can't claim** the initial cost of getting a special licence or condition on your licence to obtain a job as a bus driver.
- ✓ You can claim** the additional costs to renew a special licence or condition on your licence in order to perform your employment duties – for example, a heavy vehicle permit.

Travel expenses



- ✓ You can claim** travel expenses if you travel away from your home overnight in the course of performing your employment duties – for example, driving a two-day bus tour group from Newcastle to Canberra where you are required to sleep away from your home overnight. This could include expenses for meals, accommodation, fares and incidentals.
- ✗ You can't claim** a deduction for travel expenses if your employer or another person has paid for the expenses or reimbursed you.
- Receiving an allowance from your employer doesn't automatically mean you can claim a deduction. You still need to be able to show you were away overnight, you spent the money yourself, and the travel was directly related to earning your employment income.

This is a general summary only.
For more information, visit ato.gov.au/occupations or speak to a registered tax professional.

Clothing and laundry expenses



- ✓ You can claim** the cost of buying, hiring, repairing, replacing or cleaning certain uniforms that are unique and distinctive to your job. You can also claim protective clothing and footwear that protect you from the risk of injury or illness posed by your income-earning activities or the environment in which you carry them out – for example, sunglasses and steel-capped boots.
- ✗ You can't claim** a deduction if your employer pays for or reimburses you for these expenses.
- ✗ You can't claim** the cost of buying, cleaning or repairing plain clothing worn at work, even if you only wear it to work and your employer tells you to wear it – for example, plain jeans or black trousers.

Medical and compulsory assessments



- ✓ You can claim** the cost of compulsory checks and medical assessments required to maintain your employment – for example, working with children checks.
- ✗ You can't claim** the cost of compulsory checks and assessments to get a job as a bus driver, even if they are condition of your employment. For example, you can't claim a pre-employment medical examination.

Self-education expenses



- ✓ You can claim** a deduction for self-education expenses if it's directly related to your current employment as a bus driver and it:
- maintains or improves the specific skills or knowledge you need
 - results in or is likely to result in an increase in income from your current employment.
- ✗ You can't claim** a deduction if your study is only related in a general way or is designed to help you get a new job.

Other expenses



- ✓ You can claim** the work-related portion of other expenses if it relates to your employment, including:
- overtime meal expenses that you buy and eat when you work overtime, if your employer paid you an overtime meal allowance under an industrial law, award or agreement for the overtime and it's included in your assessable income.
 - cleaning products for the bus, if you are required to keep the bus clean and the products are not supplied by your employer – for example, anti-bacterial products and window cleaner
 - diaries and logbooks – for example, to record student behaviour or damage to vehicles
 - phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern
 - union and professional association fees.
- ✗ You can't claim** a deduction if the cost was met or reimbursed by your employer. You also can't claim private expenses, such as music subscriptions, childcare or seat covers.



If you're a call centre operator it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



✓ You can claim the cost of using a car you own when you drive:

- between separate jobs on the same day – for example, travelling from your job in a call centre to your second job as a waiter
- to and from an alternate workplace for the same employer on the same day – for example, travelling from your office to the company training centre.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

✓ You can claim parking fees and tolls only when the above conditions are met.

✗ You can't claim the cost of trips between home and work, including public transport, even if you live a long way from your usual workplace or work outside normal business hours – for example, weekends or early morning shifts.

Home office expenses



✓ You can claim the work-related portion of running expenses for your home office when you work from home, including:

- the decline in value of office equipment
- electricity for heating, cooling and lighting
- other running expenses.

You can only claim the additional running costs incurred as a result of working from home. For example, if you work in your lounge room when others are also present the cost of lighting and heating or cooling that room is not deductible because there is no additional cost for those expenses as a result of you working from home.

To work out your home office expenses, you can use a fixed rate of 52 cents per hour for each hour that you work from home or calculate your actual expenses.

✗ You can't claim a deduction if your employer paid for the purchase and set up of your home office equipment and furniture, or they reimbursed you for the expense.

✗ You can't claim occupancy expenses, such as the cost of rates, mortgage interest, rent and insurance.

Clothing and laundry expenses



✗ You can't claim the cost of buying or cleaning conventional clothing worn at work, even if you only wear it to work and your employer tells you to wear it – for example, jeans, a blouse or plain black pants.

✓ You can claim the cost of buying, hiring, repairing or cleaning clothing that is unique and distinctive to your job. Clothing is unique if it has been designed and made only for the employer. Clothing is distinctive if it has the employer's logo permanently attached and the clothing is not available to the public.

Self-education expenses



✓ You can claim self-education, study, seminars and training if they directly relate to your current job as a call centre operator and they:

- maintain or improve the skills and knowledge you need for your current duties – for example, training to use new record-keeping software
- result in or are likely to result in an increase in your income from your current employment – for example, studying for a Certificate III in Customer Engagement.

You need to be able to show how the course relates to your employment and have records for the expenses you claim – such as receipts for course fees, text books, stationery and travel expenses.

✗ You can't claim a deduction if your study is only related in a general way to your current job or is designed to help you get a new job. For example, you can't claim the cost to become a mortgage broker.

Other expenses



✓ You can claim the work-related portion of other expenses if they relate to your employment, including:

- logbooks, diaries and pens that aren't provided by your employer
- union and professional association fees
- phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern.

✗ You can't claim:

- compulsory pre-employment assessments – for example, a hearing assessment you need to pass as a condition of employment
- costs associated with getting a new job, like paying a professional writer to write your job application
- child care
- food, drinks or snacks you consume during your normal shift
- massages.

This is a general summary only.

For more information, visit ato.gov.au/occupations or speak to a registered tax professional.



Australian Government
Australian Taxation Office

If you're a cleaner, it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Clothing expenses



- ✓ You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job, or protective clothing that your employer requires you to wear. This may include an apron or overalls to protect your ordinary clothes from soiling or damage, or gloves or breathing masks to provide protection from chemicals.
- ✗ You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work - eg jeans or shoes.

Car expenses



- ✓ You can claim** a deduction when you:

- drive between separate jobs on the same day – eg traveling to your second job as a waiter.
- drive to and from an alternate workplace for the same employer on the same day – eg traveling to different houses that you clean.

- ✗ You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg night cleaning shifts.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg an extension ladder used for cleaning windows. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

This is a general summary only.
For more information, go to ato.gov.au/occupations

Meal expenses



- ✓ You can claim** a deduction for the cost of overtime meals on those occasions where:
- you worked overtime and took an overtime meal break, and
 - your employer paid you an overtime meal allowance under an industrial law, award or agreement.
- ✗ You can't claim** a deduction for the cost of meals eaten during a normal working day as it is a private expense, even if you receive an allowance to cover the meal expense.

Tools and equipment expenses



- ✓ You can claim** a deduction for tools or equipment you are required to purchase for your job.
- ✗ You can't claim** a deduction relating to any private use of the equipment (eg, if you have a vacuum cleaner that is used for private purposes for half of the time you can only deduct 50% of the cost) or if the tools and equipment are supplied by your employer or another person.

If a tool or item of work equipment used for work:

- cost more than \$300 – you claim a deduction for the cost over a number of years (depreciation)
- cost \$300 or less – you can claim an immediate deduction for the whole cost.

Other common deductible work-related expenses



- ✓ Other expenses** you can claim a deduction for include:

- union fees
- the work-related portion of phone expenses if you have to make phone calls or send texts for work.



If you're a community support worker or direct carer it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
 - it must directly relate to earning your income
 - you must have a record to prove it.*
- You can only claim the work-related portion of an expense. You can't claim a deduction for any part of an expense that does not directly relate to earning your income or that is private.

! This information is for employee community support workers and direct carers, it doesn't apply to participants or nominated representatives under the National Disability Insurance Scheme.

* You can use the [myDeductions](#) tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ **You can claim** the cost of using a car you own when you drive:
 - between separate jobs on the same day – for example, from your first job as a personal care assistant to your second job as a disability support worker
 - to and from an alternate workplace for the same employer on the same day – for example, directly between clients' homes.
- ✗ **You can't claim** the cost of normal trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – for example, weekend or early morning shifts.
In limited circumstances you can claim the cost of trips between home and work where you had shifting places of employment (that is, you have no fixed place of work and you continually travel from one work site to another).
If you claim car expenses, you can use the logbook method or the cents per kilometre method to calculate your deduction. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use along with written evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and that those kilometres were work related.
- ✓ If you claim your work-related car expenses using one of the above methods, **you can't claim** any further deductions in the same tax return for the same car, for example petrol, servicing, and insurance costs.

Clothing and laundry expenses (including footwear)



- With a few exceptions, clothing cannot be deducted as a work-related expense.
- ✗ **You can't claim** the cost of buying, hiring, repairing or cleaning conventional clothing you bought to wear for work. 'Conventional clothing' is everyday clothing worn by people – for example, jeans, t-shirts and sneakers worn by support workers and business attire worn by office workers.
 - ✓ **You can claim** the cost of buying, hiring, repairing or cleaning clothing if it is considered:
 - protective – clothing you wear to protect yourself from specific risks of injury or illness at work and must have protective features or functions. For example, non-slip nursing shoes
 - compulsory uniforms – you must be explicitly required to wear it by a workplace agreement or policy, which is strictly and consistently enforced and is sufficiently distinctive to your organisation
 - non-compulsory uniforms that are registered with AusIndustry (check with your employer if you're not sure).
 - ✗ **You can't claim** a deduction if your employer pays for or reimburses you for these expenses.

Meal and entertainment expenses



- ✗ **You can't claim** for the cost of food, drink or snacks you consumed during your normal working hours, even if you receive an allowance. These are private expenses.
- ✓ **You can claim** the cost of a meal you buy and eat when you work overtime, if you receive an overtime meal allowance under an industrial law, award or agreement and it's included in your assessable income.
- ✗ **You can't claim** for the costs you incur for yourself or your client when taking them out – for example, paying for their coffee, lunch or ticket to attend a movie.

Self-education and study expenses



- ✓ **You can claim** self-education and study expenses if your course relates directly to your current employment as a community support worker or direct carer and it:
 - maintains or improves the specific skills and knowledge you need for your current duties
 - results in or is likely to result in an increase in income from your current employment.For example, expenses you incur to undertake a Certificate IV in Ageing Support to maintain or improve the specific skills and knowledge you require as an aged care worker would be deductible.
- ✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help you get a new job. For example, you can't claim for your Bachelor of Nursing if you're working as a personal care assistant.

Other expenses



- ✓ **You can claim** the work-related portion of other expenses that relate to your employment, including:
 - phone and internet costs, with records showing your work-related usage
 - expenses you incur working from home that are not incidental (for example, you can't claim the cost of checking your roster or payslip)
 - logbooks, diaries and pens that you use for work
 - union and professional association fees
 - seminars, conferences and courses that directly relate to your work.
- ✗ **You can't claim** private expenses, such as:
 - fitness expenses, for example gym fees
 - parking at your normal place of work or public transport, taxis or ride share expenses from home to work, even if you work split shifts or unusual hours
 - personal grooming or hygiene products, even if you're required to stay overnight with a client (such as toothbrushes, shampoo or conditioner)
 - flu and other vaccinations, even if you're required to have them for work
 - pay tv, music subscriptions and streaming services.
- ✗ **You can't claim** a deduction if the expense was met or reimbursed by your employer.



If you're a construction worker it pays to learn what you can claim at tax time



- To claim a deduction for work-related expenses**
- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** a deduction when you:
- drive between separate jobs on the same day – eg from your job in construction to your second job as a security guard
 - drive to and from an alternate workplace for the same employer on the same day – eg travelling between depots or worksites.
- ✗ You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg weekend or early morning shifts.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg a large extension ladder. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Clothing expenses



- ✓ You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – or the environment you work in – or protective clothing that your employer requires you to wear – eg steel-capped boots, high-vis vests, fire-resistant and sun-protection clothing.
- ✗ You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if you only wear it to work and even if your employer tells you to wear it – eg standard jeans, drill shirts and trousers.

This is a general summary only.
For more information, go to ato.gov.au/occupations

Travel expenses



- ✓ You can claim** a deduction for travel expenses if you are required to travel overnight and don't attend your usual work location – eg travelling to a remote area, provided the cost was incurred while carrying out your work duties. This could include meals, accommodation, fares and incidental expenses that you incurred while carrying out your work duties and your employer has not provided or reimbursed you.*
- ✗ Receiving an allowance from your employer does not automatically entitle you to a deduction. You need to be able to show you were away overnight, you spent the money and the travel was directly related to earning your income.**

* Circumstances may be different for FIFO workers.*

Depreciation of tools and equipment expenses



- ✓ You can claim** a deduction for the cost of the purchase of tools and equipment you are required to use for work. You can't claim a deduction relating to any private use of the equipment or if the tools and equipment are supplied by your employer or another person.
- If a tool or item of work equipment only used for work:
- cost more than \$300 – you claim a deduction for the cost over a number of years (depreciation)
 - cost \$300 or less – you can claim an immediate deduction for the whole cost.
- ✓ You can claim** a deduction for the cost of repairing tools and equipment for work. If the tools or equipment were also used for private purposes, you cannot claim a deduction for that part of the repair cost.

Other common deductible work-related expenses



- ✓ As long as the expense relates to your employment, you can claim** a deduction for the work-related portion of the cost of:
- protective equipment such as sunglasses, sunhats and sunscreens
 - safety equipment such as harnesses, goggles and breathing masks
 - union fees.
- ✗ You can't claim** a deduction if the cost was met or reimbursed by your employer.



Australian Government
Australian Taxation Office

If you're a Doctor, specialist or other medical professional, it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



✓ You can claim a deduction when you:

- drive between two separate jobs on the same day – eg driving between house calls
- drive to and from an alternate workplace for the same employer on the same day – eg travelling to different hospitals or medical centres.

✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg when working on call.

In limited circumstances **you can claim** the cost of trips between home and work, where you were required to carry bulky tools or equipment for work and all of the following conditions were met:

- The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
- The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle.
- There was no secure storage for the items at the workplace.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Clothing expenses



✓ You can claim a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – eg a compulsory doctor's uniform – or protective clothing that your employer requires you to wear – eg lab coats or surgical caps.

✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work, eg a business suit.

Travel expenses



✓ **You can claim** a deduction for travel expenses if you are required to travel overnight and don't attend your usual work location, eg travelling to a remote location to work at a clinic, provided the cost was incurred while carrying out your work duties. This could include meals, accommodation and incidental expenses that you incurred and your employer has not provided or reimbursed you.

✗ Receiving a travel allowance from your employer does not automatically entitle you to a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your income.

✗ You can't claim your travel expenses if you are undertaking private travel and add on a work-related component – eg while on holiday in Cairns, you notice a work-related seminar and decide to attend. In this scenario, you may claim the seminar fees, but not your travel expenses such as flights or accommodation.

Self-education expenses



✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job – eg continuing professional development to maintain medical registrations.

✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help you get a new job – eg you can't claim the cost of study to enable you to move from being a paramedic to a pharmacist.

✗ If you undertake study where there are both work and private components – eg a cruise where continuing professional development sessions are offered – you need to apportion the expenses and only claim the work-related part.

Other common deductible work-related expenses



✓ Other expenses you can claim a deduction for include:

- professional indemnity insurance
- medical journal subscriptions and publications
- AMA or other medical professional association membership fees
- the work-related portion of phone expenses
- medical equipment and insurance for that equipment.



If you're an engineer it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ **You can claim** the cost of using a car you own when you drive:
 - between separate jobs on the same day – for example, travelling from your main job as a mechanical engineer to your second job as a university lecturer
 - to and from an alternate workplace for the same employer on the same day – for example, travelling from your office to a job site.
- ✗ **You can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or work outside normal business hours.
- ✓ In limited circumstances **you can claim** the cost of trips between home and work, where you carry bulky tools or equipment for work. You can claim a deduction for the cost of these trips if:
 - the tools or equipment are essential to perform your employment duties and you don't carry them merely as a matter of choice
 - the tools or equipment are bulky – this means that because of the size and weight they are awkward to transport and can only be transported conveniently by the use of a motor vehicle
 - there is no secure storage for the items at the workplace.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

Clothing, footwear and laundry expenses



- ✗ **You can't claim** the cost of buying or cleaning conventional clothing or plain uniforms worn at work – for example work wear brand shirts or plain black pants, even if you only wear it to work and your employer tells you to wear it
- ✓ **You can claim** the cost of buying, hiring, repairing, replacing or cleaning uniforms that are:
 - protective clothing
 - compulsory uniforms
 - non-compulsory uniforms registered with AusIndustry (check with your employer if you're unsure).
- ✓ **You can claim** clothing and footwear that you wear to protect yourself from the risk of injury or illness posed by your income-earning activities or the environment in which you carry them out. To be considered protective, the items must provide a sufficient degree of protection against that risk – for example, gloves and protective boots.
- ✗ **You can't claim** a deduction for clothing and laundry expenses if your employer supplies and launders the clothing.

This is a general summary only.
For more information, visit ato.gov.au/occupations or speak to a registered tax professional.

Self-education and study expenses



- ✓ **You can claim** a deduction for self-education and study expenses if they directly relate to your current employment as an engineer and they:
 - maintain or improve the skills and knowledge you need for your current duties
 - result in or are likely to result in an increase in your income from your current employment.
- ✗ **You can't claim** a deduction if your study is only related in a general way to your current job or is designed to help you get a new job.

Meal expenses



- ✓ **You can claim** the cost of a meal that you buy and eat when you work overtime, if you receive an overtime meal allowance under an industrial law, award or agreement and it's included in your assessable income.
- ✗ **You can't claim** a deduction for the cost of food, drink or snacks you consume during your normal working day, even if you receive an allowance to cover the meal expense. These are private expenses.

Home office expenses



- ✓ **You can claim** the work-related portion of running expenses for your home office when you work from home, including the decline in value of your office equipment, internet costs and electricity for heating, cooling and lighting.

You can only claim a deduction for the additional running costs incurred as a result of working from home. For example, if you work in your lounge room when others are also present, the cost of lighting and heating or cooling that room is not deductible because there is no additional cost for those expenses as a result of you working from home.

To work out your home office expenses, you can either use a fixed rate of 52 cents per hour for each hour that you work from home or calculate your actual expenses.
- ✗ **You can't claim** occupancy expenses, such as the cost of rates, mortgage interest, rent and insurance.

Other expenses



- ✓ **You can claim** the work-related portion of other expenses if it relates to your employment, including:
 - parking fees and tolls where car expense conditions are met
 - transport or car expenses covered by an award transport payment where you have actually spent the money on deductible work-related travel
 - union and professional association fees
 - phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern
 - renewal of licences, permits, certificates or white cards related to your work (but you can't claim the initial cost of getting your licence, permit, card or certificate in order to gain employment)
 - technical or professional publications.
- ✗ **You can't claim** a deduction if the cost was met or reimbursed by your employer.



If you're a factory worker it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** the cost of using a car you own when you drive:
- between separate jobs on the same day – for example, driving from your job as a factory worker to your second job as a bar assistant
 - to and from an alternate workplace for the same employer on the same day – for example, driving from the warehouse to a job site.
- ✗ You can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or work outside normal business hours – for example, weekend or early morning shifts.

In limited circumstances **you can claim** the cost of trips between home and work, where you carry bulky tools or equipment for work. You can claim a deduction for the cost of these trips if:

- the tools or equipment are essential to perform your employment duties and you don't carry them merely as a matter of choice
- the tools or equipment are bulky – this means that because of the size and weight they are awkward to transport and can only be transported conveniently by the use of a motor vehicle
- there is no secure storage for the items at the workplace.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

Tools and equipment



You can claim:

- the tools and equipment you use for work, such as an air compressor, drill or hammer
- tool insurance
- the cost of repairs to your tools and equipment.

If a tool or equipment costs:

- more than \$300 – **you can claim** a deduction for the cost over a number of years (decline in value)
- \$300 or less – **you can claim** an immediate deduction for the whole cost.

You can't claim

tools and equipment that are supplied by your employer or another person.

If you also use the tools and equipment for private purposes, you can only claim the work-related portion. You will also need to apportion the cost of repairs between private and work-related use.

Clothing, footwear and laundry expenses



- ✓ You can claim** the cost of buying, hiring, repairing, replacing or cleaning uniforms that are unique and distinctive to your job – for example, a shirt with the corporate logo on it worn as a compulsory uniform.
- ✓ You can claim** clothing and footwear you wear to protect yourself from the risk of injury or illness posed by your income-earning activities or the environment in which you carry them out. To be considered protective, the items must provide a sufficient degree of protection against that risk – for example, gloves and steel-cap boots.
- ✗ You can't claim** the cost of buying or cleaning conventional clothing or plain uniforms worn at work, even if you only wear it to work and your employer tells you to wear it – for example, jeans, drill shirts or running shoes.
- ✗ You can't claim** a deduction if your employer pays for or reimburses you for these expenses.

Meal expenses



- ✓ You can claim** the cost of a meal that you buy and eat when you work overtime, if you receive an overtime meal allowance under an industrial law, award or agreement and it's included in your assessable income.
- ✗ You can't claim** the cost of food, drinks or snacks you consume during your normal working hours, even if you receive an allowance to cover the meal expense. This is a private expense.

Licences and certificates



- ✗ You can't claim** the initial cost of getting a special licence, condition on your licence or certificate in order to gain employment.
- ✗ You can't claim** the cost of obtaining or renewing your driver's licence, even if it is a condition of your employment. This is a private expense.
- ✓ You can claim** the additional costs to renew a special licence, condition on your licence or certificate in order to perform your work duties. For example, if you need to have a heavy vehicle permit to get your job, you can't claim the initial cost of obtaining it, however you can claim the cost of renewing it during the period you are working.

Other expenses



- ✓ You can claim** the work-related portion of other expenses if they relate to your employment, including:
 - union and professional association fees
 - phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern
 - seminars, training and conferences
 - technical or professional publications.
- ✗ You can't claim** a deduction if the cost was met or reimbursed by your employer. You also can't claim private expenses, such as iPods, music subscriptions, childcare fees or clothes for your family.



If you're employed as a fire fighter it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.



Meal expenses

✓ If you receive an overtime meal allowance under an industrial law, award or agreement and it's included in your assessable income, **you can claim** the cost of a meal that you buy and eat when you work overtime.

✗ **You can't claim** the cost of food, drinks or snacks you consume during your normal working hours, even if you receive an allowance to cover the meal expense. These are private expenses.

Car expenses



✓ **You can claim** the cost of using a car you own when you drive:

- between separate jobs on the same day – for example, from your firefighting job to your second job as a first aid trainer
- to and from an alternate workplace for the same employer on the same day – for example, travelling from your station to a primary school to run a fire safety information session with students.

✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – for example, weekend or early morning shifts.

In limited circumstances **you can claim** the cost of trips between home and work, where you carry bulky tools or equipment for work. You can claim a deduction for the cost of these trips if all of the following apply:

- the tools or equipment you carry are essential to perform your employment duties and you don't carry them merely as a matter of choice
- the tools or equipment are bulky – this means that because of the size and weight they are awkward to transport and can only be transported conveniently by the use of a motor vehicle
- there is no secure storage for such items at the workplace.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.



Travel expenses

✓ **You can claim** travel expenses if you're required to travel away from your home overnight in the course of performing your employment duties – for example, travelling to another city to fight a fire. Travel expenses can include meals, accommodation, transport and fares.

✗ **You can't claim** a deduction if the travel is paid for, or you are reimbursed by your employer or another person.

Receiving an allowance from your employer doesn't mean you can automatically claim a deduction. You need to be able to show you were away overnight, you spent the money yourself, and the travel was directly related to earning your employment income.



Other expenses

✓ **You can claim** the work-related portion of other expenses if they relate to your employment, including:

- phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern
- union and professional association fees
- any additional costs you incur to obtain a special licence or condition on your licence in order to perform your duties – for example, a heavy vehicle permit.

✗ **You can't claim** the cost of:

- fitness expenses, except if your role requires a level of fitness well above ordinary firefighting standards
- the cost of obtaining or renewing your driver's licence, even if it is a condition of your employment
- attending social networking or fundraising events
- skin care products.

✗ **You can't claim** a deduction if the cost was met or reimbursed by your employer.

Clothing and laundry expenses



- ✓ **You can claim** the cost of buying, hiring, repairing or cleaning (laundering or dry cleaning) your firefighting uniform.
- ✗ **You can't claim** clothing and laundry expenses if your employer supplies and launders the clothing, or reimburses you for the expenses.
- ✓ **You can claim** protective clothing that your employer wants you to wear to protect you from the risk of illness or injury and isn't supplied by them – for example, protective boots, goggles or helmets.
- ✗ **You can't claim** the cost of buying or cleaning conventional clothing worn at work, even if you only wear it to work and even if your employer tells you to wear it – for example, plain shirts or running shoes.

This is a general summary only and doesn't apply to volunteer fire fighters. For more information, visit ato.gov.au/occupations or speak to a registered tax professional.



Australian Government
Australian Taxation Office

If you're an employee in the fitness or sporting industry it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*
- You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

*You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Travel expenses



- ✓ **You can claim** a deduction for travel expenses if you travel away from your home overnight in the course of performing your employment duties. This could include expenses for meals, accommodation, fares and incidentals.
- ✗ **You can't claim** a deduction for travel expenses if your employer or another person has paid for these or reimbursed you.

Receiving an allowance from your employer doesn't mean you can automatically claim a deduction. You need to be able to show you were away overnight, you spent the money, and the travel was directly related to earning your employment income.

Tools and equipment



- ✓ **You can claim** a deduction for tools and equipment you use in earning your employment income, such as exercise equipment. If a tool or item of work equipment cost:
 - \$300 or less – you can claim an immediate deduction for the whole cost
 - more than \$300 – you can claim a deduction for the cost over a number of years (decline in value).
- ✗ **You can't claim** a deduction if the tools and equipment are supplied by your employer or another person.

Health and fitness costs



- ✗ **You can't claim** a deduction for the cost of health and fitness, because these expenses are considered private. This includes:
 - gym fees
 - the cost of a program specifically designed to manage weight
 - the cost of normal food substitutes or the costs of foods for special dietary purposes
 - the cost of vitamins, minerals, or sports supplements, such as protein shakes.

Car expenses



- ✓ **You can claim** a deduction when you drive:
 - between separate jobs on the same day (eg driving from a gym that you work at to your second job as a football umpire)
 - to and from an alternate workplace for the same employer on the same day (eg between personal training venues or gyms).
- ✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your workplace or have to work irregular hours.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a logbook to determine the percentage of work-related use for your car. If you use the cents per kilometre method, you need to provide a calculation of your work-related kilometres and be able to demonstrate that those kilometres were work related.

Clothing expenses and laundry



- ✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job.
- ✗ **You can't claim** a deduction for the cost of buying or cleaning conventional or general exercise clothing (eg active wear, tracksuits and sports shoes), even if you only wear it while performing your employment duties.

Self-education expenses



- ✓ **You can claim** a deduction for self-education expenses if your study relates directly to your current job.
- ✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help you get a new job. For example, you can't claim the cost of study to enable you to move from being a personal trainer to a myotherapist.

Other expenses



- ✓ As long as the expense relates to your employment in the fitness and sporting industry, **you can claim** a deduction for the work-related portion of the cost of:
 - phone and internet usage
 - union and professional association fees
 - sunscreen and other sun protection items if your employment requires you to perform your duties for sustained periods in the sun.

If you're a flight attendant, it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Travel expenses



✓ You can claim a deduction for travel expenses if you are required to travel overnight to perform your work duties. 'Overnight' can be taken to mean a mandatory rest break after being on duty and before recommencing duty, that is of sufficient length for you to sleep (around 7 hours or more), and would usually involve you taking up accommodation for that purpose.

Travel expenses could include meals, accommodation, fares and incidental expenses that you incurred and your employer has not provided or reimbursed you.

- ✗ Receiving an allowance from your employer does not automatically entitle you to a deduction. You need to be able to show you were away overnight, you spent the money and the travel was directly related to earning your income.**
- ✗ You can't claim** expenses for travelling between your home and the place of departure.

Meal expenses



✓ You can claim a deduction for meals when you travel away from home overnight for work.

- ✓ You can claim** a deduction for the cost of overtime meals on those occasions where:
 - you worked overtime and took an overtime meal break, and
 - your employer paid you an overtime meal allowance under an industrial law, award or agreement.

✗ You can't claim a deduction for the cost of meals eaten during a normal working day as it is a private expense, even if you receive an allowance to cover the meal expense.

Self-education expenses



- ✓ You can claim** a deduction for self-education expenses if your course relates directly to your current job – eg updating required first aid certification.
- ✗ You can't claim** a deduction if your study is only related in a general way or is designed to help get you a new job – eg training to become an air traffic controller while you are employed as cabin crew.

Clothing and grooming expenses



✓ You can claim a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job.

✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it – eg plain, black shoes. However, if your employer has a strictly-enforced uniform policy that stipulates the characteristics of shoes you must wear – eg, minimum and maximum requirements for heel height and circumference – you may claim a deduction for the purchase of these shoes.

✗ You can't claim a deduction for hairdressing, cosmetics, hair and skin care products, even though you may be paid an allowance for grooming and be expected to be well groomed. All grooming products are private expenses.

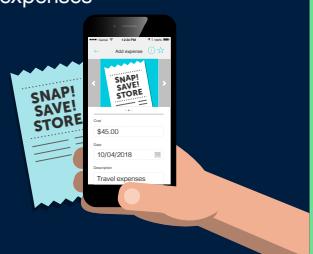
✓ You can claim a deduction for the cost of rehydrating moisturisers and rehydrating hair conditioners used to combat the abnormal drying of skin and hair when working in the pressurised environment of an aircraft.

Other common deductible work-related expenses



Other expenses you can claim a deduction for include:

- luggage and bags used for work-related purposes
- the work-related portion of phone expenses if you have to make phone calls or send texts for work
- union and professional association fees
- professional publications
- visa application fees when you are required to enter a country as part of your job.



If you're a gaming attendant it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must directly relate to earning your income
- you must have a record to prove it.*

You can only claim the work-related portion of an expense. You can't claim a deduction for any part of an expense that does not directly relate to earning your income or that is private.

*You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** the cost of using a car you own when you drive:
- between separate jobs on the same day – for example, from your morning café shift directly to your second job as a gaming attendant
 - to and from an alternate workplace for the same employer on the same day – for example, travelling directly between the gaming lounge you work in and head office for training.
- ✗ You can't claim** the cost of normal trips between home and work, even if you live a long way from your usual workplace, work outside normal business hours or work split shifts – for example, weekend or early morning shifts.
- If you claim car expenses, you can use the logbook method or the cents per kilometre method to calculate your deduction. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with written evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and that those kilometres were work related.
- ✓** If you claim work-related car expenses using one of the above methods, **you can't claim** any further deductions in the same tax return for the same car, for example petrol, servicing and insurance costs.

Clothing and laundry expenses (including footwear)



With a few exceptions, clothing can't be deducted as a work-related expense.

- ✗ You can't claim** the cost of buying, hiring, repairing or cleaning conventional clothing you bought to wear for work. 'Conventional clothing' is everyday clothing worn by people – for example, black pants, skirts, white collared shirts and plain black shoes.
- ✓ You can claim** the cost of buying, hiring, repairing or cleaning clothing if it is considered:
- a compulsory uniform – you must be explicitly required to wear it by a workplace agreement or policy, which is strictly and consistently enforced and is sufficiently distinctive to your organisation.
 - non-compulsory uniforms that are registered with AusIndustry (check with your employer if you're not sure).
- ✗ You can't claim** a deduction if your employer pays for or reimburses you for these expenses.

Grooming



- ✗ You can't claim** the cost of hairdressing, cosmetics, hair and skin care product expenses even though you may be expected to be well-groomed at work. All grooming products are private expenses.

Meal and snack expenses



- ✗ You can't claim** a deduction for the cost of food, drink or snacks you consume during your normal working hours, even if you receive a meal allowance. These are private expenses.
- ✓** If you receive an overtime meal allowance under an industrial law, award or agreement and it's included in your assessable income, **you can claim** the cost of the meal that you buy and eat when you work overtime.

Licences and Certificates



- ✗ You can't claim** the initial cost of getting a special licence, condition on your licence or certificate in order to gain employment – for example, a gaming licence.
- ✓ You can claim** the additional costs to renew a special licence, condition on your licence or certificate in order to perform your work duties. For example, if you need to have a gaming licence to get your job, **you can't claim** the initial cost of obtaining it, however **you can claim** the cost of renewing it during the period you are working.

Other expenses



- ✓ You can claim** the work-related portion of other expenses that relate to your employment, including:
- union and professional association fees.
- ✗ You can't claim** private expenses, such as:
- parking at your normal place of work, public transport, taxi or ride share expenses from home to work, even if you work split shifts or unusual hours
 - phone and internet usage where you only use your phone or device to communicate with your manager about your shifts or use the internet to check payslips or income statements
 - paid television and streaming services
 - watches
 - music subscriptions
 - childcare.
- ✗ You can't claim** a deduction if the cost was met or reimbursed by your employer.



If you're employed as a hairdresser or beauty therapist it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*
- You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

*You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Travel expenses



- ✓ **You can claim** a deduction for travel expenses if you are required to travel away from your home overnight in the course of performing your employment duties – for example, to attend a conference, seminar, training course or industry promotion. This could include meals, accommodation, fares and incidental expenses that you incur.
- ✗ **You can't claim** a deduction if the travel is paid for, or you are reimbursed by your employer or another person.

Receiving a travel allowance from your employer doesn't mean you can automatically claim a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your employment income.

Car expenses



- ✓ **You can claim** a deduction for the cost of using your car when you drive:
- between separate jobs on the same day – for example, from your hairdresser job to a second job with another employer
 - to and from an alternate workplace for the same employer on the same day, such as a different salon.
- ✗ **You generally can't claim** the cost of normal trips between home and work, even if you have to work outside normal hours (eg late night shopping or on the weekend). This includes parking fees and tolls when you drive to and from work.

Clothing expenses and laundry



- ✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job. You can also claim a deduction for protective clothing that your employer wants you to wear – for example, face masks and gloves.
- ✗ **You can't claim** a deduction if your employer buys, mends or cleans your clothing. You also can't claim a deduction for the cost of buying or cleaning plain clothing (eg black pants) worn at work, even if you only wear it to work and even if your employer tells you to wear it.

Tools and equipment



✓ **You can claim** a deduction for the cost of tools and equipment that you use for work, such as hair cutting and hair styling tools. If you use the tools and equipment for work-related purposes as well as private purposes – for example, you cut your family's hair with your scissors at home – you can only claim a deduction for your work-related use of the tools and equipment.

If a tool or item of work equipment cost:

- more than \$300 – you can claim a deduction for the cost over a number of years (decline in value)
- \$300 or less – you can claim an immediate deduction for the whole cost

✗ **You can't claim** a deduction if the tools and equipment are supplied by your employer or another person.

✓ **You can claim** a deduction for the cost of repairing your tools and equipment you use for work. If the tools or equipment were also used for private purposes, **you can't claim** a deduction for that part of the repair cost that relates to your private use of the tools and equipment.

Self-education expenses



- ✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job, such as advanced colouring, cutting and up-style courses.
- ✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help you get a new job. For example, if you're a hairdresser you can't claim the cost of study to enable you to become a make-up artist.

Personal grooming and beauty products



✗ **You can't claim** a deduction for hairdressing, cosmetics, hair and skin care products and other beauty products, even if your employer tells you to use them – they are personal expenses.

Other expenses



- ✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:
- mobile phone calls
 - union and professional association fees
 - technical or professional publications.
- ✗ **You can't claim** a deduction if the cost was met or reimbursed by your employer.

If you're a hospitality worker, it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Clothing and grooming expenses

- ✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job - eg chef's checked pants and chef's hat, or protective clothing like aprons that your employer requires you to wear.
- ✗ **You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work (eg black pants and a white shirt).
- ✗ **You can't claim** a deduction for hairdressing, cosmetics, hair and skin care products, even if your employer expects you to be well groomed. All grooming products are private expenses.

Car expenses

- ✓ **You can claim** a deduction when you:
 - drive between separate jobs on the same day – eg travelling from your job as a waiter to a second job as a cleaner.
 - drive to and from an alternate workplace for the same employer on the same day – eg travelling from the restaurant you work at to a catering function.
- ✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg public holidays or night shifts.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg a bain-marie needed for a catering function. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Tools and equipment expenses



- ✓ **You can claim** a deduction for the cost of the purchase of tools and equipment you are required to use for work, eg chef knives. You can't claim a deduction relating to any private use of the equipment or if the tools and equipment are supplied by your employer or another person.
If a tool or item of work equipment used for work:
 - cost more than \$300 – you claim a deduction for the cost over a number of years (depreciation)
 - cost \$300 or less – you can claim an immediate deduction for the whole cost.
- ✓ **You can claim** a deduction for the cost of repairing tools and equipment for work. If the tools or equipment were also used for private purposes, you cannot claim a deduction for that part of the repair cost.

Self-education expenses



- ✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job, eg barista course if you are working in a coffee shop.
- ✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help get you a new job, eg you can't claim the cost of study to enable you to move from being a food delivery driver to being a chef.

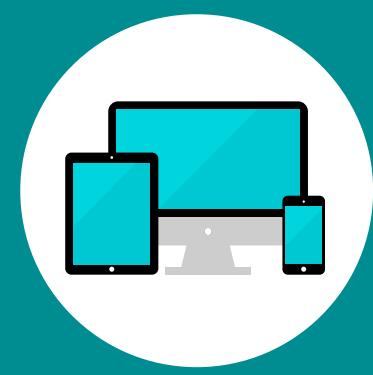
Other common deductible work-related expenses



- ✓ Other expenses you can claim a deduction for include:
 - the work-related portion of phone expenses if you have to make phone calls or send texts for work
 - union and professional association fees
 - technical or professional publications
 - renewing your special employee or gaming licence. You cannot claim a deduction for the cost of getting your initial licence.



If you're an IT professional, it pays to learn what you can claim at tax time



- To claim a deduction for work-related expenses**
- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** a deduction when you:
- drive between separate jobs on the same day – eg you work for two different employers
 - drive to and from an alternate workplace for the same employer on the same day – eg a computer repairer who travels to multiple call outs per day.
- ✗ You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg travelling at night to reboot computer servers.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg computer peripherals such as large monitors. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Home office expenses



- ✓ You can claim** a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.
- ✗ You generally can't claim** the cost of rates, mortgage interest, rent and insurance.

This is a general summary only.
For more information, go to ato.gov.au/occupations

Self-education expenses



- ✓ You can claim** a deduction for self-education expenses if your course relates directly to your current job – eg learning new software required to perform your work duties.
- ✗ You can't claim** a deduction if your study is only related in a general way or is designed to help get you a new job – eg you cannot claim a deduction if you are a computer sales person who is studying to be a software programmer.

Clothing expenses



- ✓ You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – eg clothing items you're required to wear which have a logo that is unique and distinctive to your employer.
- ✗ You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it and even if you only wear it for work – eg black pants and a white shirt or a business suit.

Other common deductible work-related expenses



- ✓ Other expenses you can claim** a deduction for include:
- the work-related portion of phone and internet expenses if you have to make phone calls, send texts or use the internet for work.
 - tools and equipment you are required to purchase for work. If the tool or equipment:
 - > cost more than \$300 – you claim a deduction for the cost over a number of years (depreciation)
 - > cost \$300 or less – you can claim an immediate deduction for the whole cost
 - union and professional association fees.



If you're a lawyer it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ **You can claim** the cost of using a car you own when you drive:
 - between separate jobs on the same day – for example, travelling from the Supreme Court to represent a client to your second job as a university lecturer
 - to and from an alternate workplace for the same employer on the same day – for example, travelling from your office to visit a client in custody or attend court.
- ✗ **You can't claim** trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

Travel expenses



- ✓ **You can claim** travel expenses if you're required to travel away from your home overnight in the course of performing your employment duties – for example, travelling interstate to represent a client at the High Court of Australia. Travel expenses can include meals, accommodation, fares and incidental expenses that you incur.
 - ✗ **You can't claim** a deduction if the travel is paid for, or you are reimbursed by your employer or another person.
- Receiving an allowance from your employer doesn't mean you can automatically claim a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your employment income.

Clothing and laundry expenses



- ✗ **You can't claim** the cost of buying or cleaning conventional clothes worn at work, even if you only wear it to work and your employer tells you to wear it – for example, suits, ties or cufflinks.
- ✓ **You can claim** the cost of buying, hiring, repairing, replacing or cleaning clothing that is unique and distinctive to your job.
- ✗ **You can't claim** a deduction if your employer pays for or reimburses you for these expenses.

Self-education and study expenses



- ✓ **You can claim** self-education and study expenses if they're directly related to your current employment as a lawyer and they:
 - maintain or improve the specific skills and knowledge you require
 - result in or are likely to result in an increase in income from your current employment.For example, training, seminars or conferences you attend to meet your continued professional development (CPD) points.
- ✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help you get a new job. For example, you can't claim your Bachelor of Law if you're working as a legal secretary.

Home office expenses



- ✓ **You can claim** the work-related portion of running expenses for your home office when you work from home, including:
 - decline in value of office equipment
 - electricity for heating, cooling and lighting
 - other running expenses.You can only claim the additional running costs incurred as a result of working from home. For example, if you work in your lounge room when others are also present, the cost of lighting and heating or cooling that room is not deductible because there is no additional cost for those expenses as a result of you working from home.
- ✓ **You can claim** the cost of logbooks, diaries and pens that you use for work (provided you aren't reimbursed by your employer).
- ✗ **You generally can't claim** the cost of rates, mortgage interest, rent and insurance.

Other expenses



- ✓ **You can claim** the work-related portion of other expenses if it relates to your employment, including:
 - renewing your annual practising certificates
 - parking fees and tolls where car expense conditions are met
 - Supreme Court Library fees
 - professional indemnity insurance
 - union and professional association fees
 - technical or professional publications.
- ✗ **You can't claim:**
 - costs met or reimbursed by your employer
 - admission fees
 - fines
 - club membership fees, even if it is to meet clients – for example, golf membership fees
 - entertainment expenses or social functions – for example, business lunches, galas or social nights
 - gifts or greeting cards you buy for clients
 - private expenses, such as personal grooming or child care fees.



If you're a meat processing worker it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*
- You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

*You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Clothing expenses and laundry



- ✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job. You can also claim a deduction for protective clothing that your employer wants you to wear – for example, overalls, thermals, gloves and protective boots.
- ✓ **You can claim** your costs of laundering occupation-specific clothing or a distinctive uniform. If your employer buys, mends or cleans your clothing **you can't claim** a deduction.
- ✗ **You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work (eg standard jeans or shirts worn under protective coats), even if you only wear it to work and even if your employer tells you to wear it.

Meals



- ✓ **You can claim** a deduction for the cost of a meal that you purchased and consumed during your overtime if your employer paid you an overtime meal allowance under an industrial law, award or agreement for the overtime.
- ✗ **You can't claim** a deduction for the cost of meals eaten during a normal working day as it is a private expense, even if you receive an allowance to cover the meal expense.

Other expenses



- ✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:
 - union and professional association fees
 - phone and internet usage if your employer needs you to use your personal devices for work.
- ✗ **You can't claim** a deduction for Q fever vaccination, even if your employer requires you to be vaccinated.
- ✗ **You can't claim** a deduction for any expense if the cost was met or reimbursed by your employer.

Car expenses



- ✓ **You can claim** a deduction for the cost of using your car when you drive:
 - between separate jobs on the same day (eg from your job as a meat processor to your second job with another employer)
 - to and from an alternate workplace for the same employer on the same day (eg between abattoirs or worksites).
- ✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – for example, weekend or early morning shifts.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky or cumbersome to transport.

If knives, steels and protective clothing are the only items that you are expected to carry for work purposes, these are not considered bulky and **you can't claim** a deduction.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a logbook to determine the percentage of work-related use for your car. If you use the cents per kilometre method, you need to provide a calculation of your work-related kilometres and be able to demonstrate that those kilometres were work related.

Tools and equipment



- ✓ **You can claim** a deduction for the cost of tools and equipment you use for work, such as knives and sharpening stones. If you use the tools and equipment for work-related purposes as well as private purposes – for example, you use your knives at home as well as at work – you can only claim a deduction for your work-related use of the tools and equipment.

If a tool or item of work equipment cost:

 - more than \$300 – you can claim a deduction for the cost over a number of years (decline in value)
 - \$300 or less – you can claim an immediate deduction for the whole cost.
- ✗ **You can't claim** a deduction if the tools and equipment are supplied by your employer or another person.
- ✓ **You can claim** a deduction for the cost of repairing tools and equipment that you use for work. If the tools or equipment were also used for private purposes, **you can't claim** a deduction for the part of the repair cost that relates to your private use of the tools and equipment.

If you're a media professional it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

*You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Tools and equipment



✓ You can claim a deduction for the cost of tools and equipment you use for work, such as video camera and editing tools. If you use the tools and equipment for work-related purposes as well as private purposes you can only claim a deduction for your work-related use of the tools and equipment.

If a tool or item of work equipment cost:

- more than \$300 – you can claim a deduction for the cost over a number of years (decline in value)
- \$300 or less – you can claim an immediate deduction for the whole cost.

✗ You can't claim a deduction if the tools and equipment are supplied by your employer or another person.

✓ You can claim a deduction for the cost of repairing tools and equipment that you use for work. If the tools or equipment were also used for private purposes, **you can't claim** a deduction for that part of the repair cost that relates to your private use of the tools and the equipment.

Travel expenses



✓ You can claim a deduction for travel expenses if you are required to travel away from your home overnight to perform your work – for example, travelling interstate to conduct an interview. This could include meals, accommodation, fares and incidental expenses that you incurred and your employer has not provided or reimbursed you.

Receiving a travel allowance from your employer doesn't mean you can automatically claim a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your employment income.

Other expenses



✓ As long as the expense relates to your employment, you can claim a deduction for the work-related portion of the cost of:

- union and professional association fees
- technical or professional publications and newspapers
- pay TV access payments if you can show that you are required to access pay TV as part of your work – but limited to the content that is specific to earning your employment income.

✗ You can't claim a deduction if the cost was met or reimbursed by your employer.

Car expenses



✓ You can claim a deduction for the cost of using your car when you drive:

- between separate jobs on the same day (eg from your job with a newspaper to your second job as a TV presenter)
- to and from an alternate workplace for the same employer on the same day (eg between two TV studios).

✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – for example, weekend or early morning shifts.

✗ You can't claim a deduction when using a badged or unbadged vehicle provided by your employer, unless you covered the cost of fuel, were not reimbursed by your employer and the cost was a result of you performing your employment duties.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a logbook to determine the percentage of work-related use for your car. If you use the cents per kilometre method, you need to provide a calculation of your work-related kilometres and be able to demonstrate that those kilometres were work related.

Clothing expenses and laundry



✓ You can claim a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job, such as your work shirt with the company logo on it. You can also claim a deduction for protective clothing that your employer wants you to wear, such as a high vis vest.

✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work (eg standard jeans or a business suit), even if you only wear it to work and even if your employer tells you to wear it.

Meals



✓ You can claim a deduction for the cost of a meal that you purchased and consumed during your overtime if your employer paid you an overtime meal allowance under an industrial law, award or agreement to undertake the overtime.

✗ You can't claim a deduction for the cost of meals eaten during a normal working day as it is a private expense, even if you receive an allowance to cover the meal expense.

Home office expenses



✓ You can claim the work-related proportion of running costs of your home office if you work from home, including the decline in value of office equipment, work-related phone calls, internet access charges, and electricity for heating, cooling and lighting costs.

✗ You generally can't claim the cost of rates, mortgage interest, rent and insurance.

If you're a miner, it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



✓ You can claim a deduction when you:

- drive between separate jobs on the same day – eg you work for two different employers
- drive to and from an alternate workplace for the same employer on the same day – eg travel from a depot to a mine site.

✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours.

In limited circumstances **you can claim** the cost of trips between home and work, where you were required to carry bulky tools or equipment for work and all of the following conditions were met:

- The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
- The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle.
- There was no secure storage for the items at the workplace.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Meal expenses



✓ You can claim a deduction for meals when you travel away from home overnight for work.

✓ You can claim a deduction for the cost of overtime meals on those occasions where:

- you worked overtime and took an overtime meal break, and
- your employer paid you an overtime meal allowance under an industrial law, award or agreement.

✗ You can't claim a deduction for the cost of meals eaten during a normal working day as it is a private expense, even if you receive an allowance to cover the meal expense.

This is a general summary only.
For more information, go to ato.gov.au/occupations

Travel expenses



✓ You can claim a deduction for travel expenses if you are required to travel overnight and don't attend your usual work location, eg travelling to a remote area, provided the cost was incurred while carrying out your work duties. This could include meals, accommodation and incidental expenses that you incurred and your employer has not provided or reimbursed you.*

✗ Receiving an allowance from your employer does not automatically entitle you to a deduction. You need to be able to show you were away overnight, you spent the money and the travel was directly related to earning your income.

* Circumstances may be different for FIFO workers.*

Clothing and laundry expenses



✓ You can claim a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – or the environment you work in – or protective clothing that your employer requires you to wear – eg steel-capped boots, high-vis vests, fire-resistant and sun-protection clothing.

✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work, even if you only wear it to work and even if your employer tells you to wear it – eg standard jeans, drill shirts and trousers.

Other common deductible work-related expenses



Other expenses you can claim include:

- sunscreen and sunglasses if you're required to work outside
- the work-related portion of phone expenses if you have to make phone calls or send texts for work
- union fees
- renewing – not obtaining – machinery licences.



Australian Government
Australian Taxation Office

If you're a nurse or midwife it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



✓ You can claim a deduction when you:

- drive between separate jobs on the same day – eg travelling from your job as a carer to a second job as a musician
- drive to and from an alternate workplace for the same employer on the same day – eg driving from your usual clinic to another clinic to work for the same employer.

✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg public holiday shifts.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg, a set of baby scales. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Phone and internet expenses



✓ You can claim phone and internet usage if your employer needs you to use your personal devices for work.

You can only claim the work-related portion of the use of your personal device.

Clothing expenses



✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job, or protective clothing, eg non-slip nursing shoes or support stockings, that your employer requires you to wear.

✗ **You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work, eg black pants and a white shirt.

Self-education expenses



✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job, eg wound care course.

✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help get you a new job, eg you can't claim the cost of study to enable you to move from being a carer to being a registered nurse.

Other common deductible work-related expenses



✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:

- calculators
- union and professional association fees
- agency commissions and agency fees, and annual practising certificate fees
- technical or professional publications.



If you're an office worker it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



✓ **You can claim** a deduction when you:

- drive between separate jobs on the same day – eg from your office job to a second job as a musician
- drive to and from an alternate workplace for the same employer on the same day – eg travelling to a different office to attend a meeting for the same employer.

✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg having to work late to speak to a colleague in a different time zone.

In limited circumstances **you can claim** the cost of trips between home and work, where you were required to carry bulky tools or equipment for work and all of the following conditions were met:

- The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
- The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle.
- There was no secure storage for the items at the workplace.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Self-education expenses



✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job, eg human resource training for a manager.

✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help get you a new job, eg a health and wellbeing course.

Travel expenses



✓ **You can claim** a deduction for travel expenses if you are required to travel overnight and don't attend your usual work location – eg travelling to a remote office, provided the cost was incurred while carrying out your work duties. This could include meals, accommodation, fares and incidental expenses that you incurred and your employer has not provided or reimbursed you.

✗ Receiving a travel allowance from your employer does not automatically entitle you to a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your income.

Home office expenses



✓ **You can claim** a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.

If you keep a diary of your home office usage, you can calculate your claim quickly using the home office expenses calculator.

✗ **You generally can't claim** the cost of rates, mortgage interest, rent and insurance.

Clothing expenses



✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – eg clothing items you're required to wear which have a logo that is unique and distinctive to your employer – or protective clothing that your employer requires you to wear.

✗ **You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work, eg a business suit.

Other common deductible work-related expenses



✓ As long as the expense relates to your employment, **you can claim** a deduction for the cost of seminars and conferences, technical or professional publications, union and professional association fees.



If you're a paramedic it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ **You can claim** the cost of using a car you own when you drive:
- between separate jobs on the same day – for example, from your job as a paramedic to your second job as a first aid trainer
 - to and from an alternate workplace for the same employer on the same day – for example, travelling from your ambulance station to a meeting at head office.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

- ✗ **You can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – for example, weekend or early morning shifts.

Clothing and laundry expenses



- ✓ **You can claim** the cost of buying, repairing or cleaning (laundering or dry cleaning) your paramedic uniform.
- ✗ **You can't claim** a deduction if your employer pays for or reimburses you for these expense.
- ✗ **You can't claim** the cost of buying or cleaning conventional clothing worn at work, even if you only wear it to work and your employer tells you to wear it – for example, a plain shirt you wear on the way to work before your shift starts.

Travel expenses



- ✓ **You can claim** travel expenses if you're required to travel away from your home overnight in the course of performing your employment duties. Travel expenses can include expenses for meals, accommodation, fares and incidental expenses you incur.
- ✗ **You can't claim** a deduction if the travel is paid for, or you are reimbursed by your employer or another person.

Receiving an allowance from your employer doesn't automatically mean you can claim a deduction. You need to be able to show you were away overnight, you spent the money yourself, and the travel was directly related to earning your employment income.

Meal expenses



- ✓ If you receive an overtime meal allowance under an industrial law, award or agreement and it's included in your assessable income, **you can claim** the cost of the meal that you buy and eat when you work overtime.
- ✗ **You can't claim** the cost of food, drinks or snacks you consume during your normal working day, even if you receive an allowance to cover the meal expense. These are private expenses.

Fitness expenses



- ✗ **You can't claim** fitness expenses, such as gym fees, to maintain your fitness.
- ✓ In very limited circumstances **you can claim** fitness expenses if your role requires you to maintain a fitness level well above the normal paramedic standard and strenuous physical activity is an essential and regular part of your work. For example, paramedics who work in specialist rescue operations, such as vertical access (cliff and building), white water survival or snowfield work and are regularly tested on their fitness.

Other expenses



- ✓ **You can claim** the work-related portion of other expenses if they relate to your employment, including:
- phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern
 - protective equipment, such as sunglasses, sunhats and sunscreen if your particular duties require you to spend prolonged periods outdoors
 - union and professional association fees
 - tools and equipment, such as a stethoscope or a pin watch
 - additional costs you incur to renew a special licence or condition on your licence in order to drive the ambulance vehicle – for example, a heavy vehicle permit.
- ✗ **You can't claim** a deduction for the cost of:
- obtaining or renewing your driver's license
 - attending social functions
 - haircuts or grooming
 - rent or other living expenses even if you are working at a different station or a remote location for an extended period, regardless of whether you receive an allowance from your employer.
- ✗ **You can't claim** a deduction if the cost was met or reimbursed by your employer.

If you're employed as a performing artist it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** the cost of using a car you own when you drive:
- between separate jobs on the same day – for example, from your rehearsal for a musical production directly to your second job as a dance teacher
 - to and from an alternate workplace for the same employer on the same day – for example, travelling from a costume fitting directly to the commercial shoot.

✗ You can't claim the cost of trips between home and work, including public transport, even if you live a long way from your usual workplace.

In limited circumstances **you can claim** the cost of trips between home and work, where you carry bulky tools or equipment for work. You can claim a deduction for the cost of these trips if all of the following apply:

- the tools or equipment are essential to perform your employment duties and you don't carry them merely as a matter of choice
- the tools or equipment are bulky – this means that because of the size and weight they are awkward to transport and can only be transported conveniently by the use of a motor vehicle
- there is no secure storage for the items at the workplace.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

Travel expenses



✓ You can claim travel expenses if you're required to travel away from your home overnight in the course of performing your employment duties – for example, travelling interstate to shoot a scene for an advertisement. Travel expenses can include meals, accommodation, fares and incidental expenses that you incur.

✗ You can't claim travel to an audition or interview to apply for a new role.

✗ You can't claim a deduction if the travel is paid for, or you are reimbursed by your employer or another person.

Receiving an allowance from your employer doesn't mean you can automatically claim a deduction. You need to be able to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your employment income.

Clothing and grooming expenses



- ✓ You can claim** the cost of buying, cleaning, hiring and repairing uniforms or costumes that are unique and distinctive to your role. For example, a burlesque dancer can claim stage make-up, costumes and dance shoes that are distinctive to the role.
- ✗ You can't claim** a deduction if your employer pays for or reimburses you for these expenses.
- ✗ You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it – for example, general exercise clothing for rehearsal or running shoes.
- ✓ You can claim** the cost of:
- a particular hairstyle if it's required for a role
 - hairdressing to maintain a required hair length or style as part of a costume for continuity purposes
 - stage makeup, including the cost of cleansing materials for removing stage makeup.
- ✗ You can't claim** a deduction for hairdressing, cosmetics, hair and skin care products not relating to your role or costume. These are private expenses.

Other expenses



- ✓ You can claim** the work-related portion of other expenses if it relates to your employment, and not to gain employment, including:
- agents fees (but you can't claim the upfront or joining fee)
 - phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern
 - maintaining a photographic portfolio (you can't claim the initial cost of preparing the portfolio)
 - multimedia, if it's directly related to your employment, like music for rehearsals
 - insurance for your tools and equipment
 - seminars, training and conferences
 - technical or professional publications.
- ✗ You can't claim:**
- costs met or reimbursed by your employer
 - entertainment expenses or social functions – for example, awards nights, galas or social nights
 - private expenses, such as personal grooming, child care fees, concerts or Foxtel
 - fitness expenses (there are very limited circumstances where fitness expenses can be claimed and only those who perform strenuous physical activities as a regular part of their role can claim, like a trapeze artist or tumbler with a circus).

If you're a pilot it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** the cost of using a car you own when you drive:
- between separate jobs on the same day – for example, from your job as a pilot to your second job as a cadet trainer
 - to and from an alternate workplace for the same employer on the same day – for example, from the airport to the airline training centre.
- ✗ You can't claim** trips or tolls between home and work, even if you live a long way from the airport or you are on-call and you are called in to work a shift.

In limited circumstances **you can claim** the cost of trips between home and the airport, when you carry bulky tools or equipment for work. Items carried in luggage are generally private in nature and other essential items, such as flight manuals (whether electronic or hard copy), are not considered bulky on their own.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use of your car along with evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and be able to show that those kilometres were work related.

Meal expenses



- ✓ If you receive an overtime meal allowance under an industrial law, award or agreement and it's included in your assessable income, **you can claim** the cost of the meal that you buy and eat when you work overtime.**
- ✗ You can't claim** the cost of food, drinks or snacks consumed during your shift if you do not travel away from home overnight, even if you receive an allowance to cover the meal expense. This is a private expense.

Self-education expenses



- ✓ You can claim** a deduction for self-education and study expenses if they directly relate to your current job as a pilot and they:
- maintain or improve the skills and knowledge you need for your current duties
 - result in or are likely to result in an increase in your income from your current employment.
- ✗ You can't claim** a deduction if your study is only related in a general way to your current job or is designed to help get you a new job – for example, if you are a cadet training to become a pilot.
- ✗ You can't claim** a deduction if the course and related expenses are paid by your employer.

This is a general summary only.
For more information, visit ato.gov.au/occupations or speak to a registered tax professional.

Travel expenses



- ✓ You can claim** travel expenses if you're required to travel away from your home overnight in the course of performing your work duties. 'Overnight' could include a mandatory rest break after being on duty and before recommencing duty, that is of sufficient length for you to sleep (around seven hours or more), and would usually involve you taking up accommodation for that purpose.

Travel expenses can include meals, accommodation, fares and incidental expenses that you incur and your employer has not provided or reimbursed you for.

Receiving an allowance from your employer doesn't automatically mean you can claim a deduction. You need to be able to show you were away overnight, you spent the money yourself, and the travel was directly related to earning your income.

- ✗ You can't claim** expenses for travelling between your home and your usual sign-on point. For example, if you live in Melbourne and your usual sign-on point is Newcastle, you can't claim the travel, accommodation or meals between Melbourne and Newcastle.

Clothing expenses and laundry



- ✓ You can claim** the cost of buying, hiring, repairing, replacing or cleaning certain uniforms that are unique and distinctive to your job.
- ✗ You can't claim** the cost of buying or cleaning conventional or plain clothing worn at work, even if your employer tells you to wear it – for example, conventional clothing bought deliberately to look like a passenger when paxing and business wear. These are private expenses.

Other expenses



- ✓ You can claim** the work-related portion of other expenses if they relate to your employment, including:

- aviation medical appointments and examinations required by the Civil Aviation Safety Authority
- anti-glare glasses, if used to counter glare and protect against illness or injury
- rehydrating moisturisers and rehydrating hair conditioners
- the decline in value of luggage used for work purposes
- union and professional association fees
- visa applications and fees when you are required to enter a country as part of your job
- phone and internet costs, apportioned for private and work use, with records showing a detailed usage pattern.

✗ You generally can't claim:

- tools and equipment provided by your employer (such as laptops or tablets)
- gaming consoles or flight simulator games
- watches, including chronograph watches
- sunscreen (depending on the type of aircraft and the level of sun protection it has)
- mobile phone holders for the aircraft.

- ✗ You can't claim** a deduction if the cost was met or reimbursed by your employer.



If you're a police officer it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses

✓ You can claim a deduction when you:

- drive between separate jobs on the same day – eg travelling from your job as a police officer to a second job as a security guard
- drive to and from an alternate workplace for the same employer on the same day – eg travelling to a crime scene.

✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg night or public holiday shifts.

In limited circumstances **you can claim** the cost of trips between home and work, where you were required to carry bulky tools or equipment for work and all of the following conditions were met:

- The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
- The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle.
- There was no secure storage for the items at the workplace.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Clothing expenses

✓ You can claim a deduction for the cost of mending or cleaning your police uniform.

✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work.

This is a general summary only.
For more information, go to ato.gov.au/occupations

Phone and internet expenses



✓ **You can claim** phone and internet usage if your employer needs you to use your own personal devices for work.

You can only claim the work-related portion of the use of your personal device.

Self-education expenses



✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job – eg defensive driving course.

✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help get you a new job outside of the police force.

Other common deductible work-related expenses



✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:

- union and professional association fees
- technical or professional publications.

✗ **You can't claim** a deduction for the cost of:

- haircuts, grooming, weight loss programs or supplies even though there may be specific regulations
- attending social functions
- fitness expenses except if your role requires a level of fitness well above ordinary police standards, such as special operations.



Australian Government
Australian Taxation Office

If you're a Public servant it pays to learn what you can claim at tax time



- To claim a deduction for work-related expenses**
- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** a deduction when you:

- drive between separate jobs on the same day – eg from your public service job to a second job as a musician
- drive to and from an alternate workplace for the same employer on the same day – eg travelling to a different office to attend a meeting for the same employer.

- ✗ You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg having to work late to speak to a colleague in a different time zone.

In limited circumstances **you can claim** the cost of trips between home and work, where you were required to carry bulky tools or equipment for work and all of the following conditions were met:

- The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
- The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle.
- There was no secure storage for the items at the workplace.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Home office expenses



- ✓ You can claim** a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.

- ✗ You generally can't claim** the cost of rates, mortgage interest, rent and insurance.

This is a general summary only.
For more information, go to ato.gov.au/occupations

Clothing expenses



- ✓ You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – eg clothing items you're required to wear which have a logo that is unique and distinctive to your employer – or protective clothing that your employer requires you to wear.

- ✗ You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work – eg a business suit.

Self-education expenses



- ✓ You can claim** a deduction for self-education expenses if your course relates directly to your current job, eg human resource training for a manager.

- ✗ You can't claim** a deduction if your study is only related in a general way or is designed to help get you a new job, eg a health and wellbeing course.

Other common deductible work-related expenses



- ✓ As long as the expense relates to your employment, you can claim** a deduction for the work-related portion of the cost of:
- seminars and conferences
 - technical or professional publications
 - union and professional association fees



If you're a real estate professional, it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



✓ You can claim a deduction when you:

- drive between separate jobs on the same day – eg travelling from your real estate agency to your second job as a waiter
- drive to and from an alternate workplace for the same employer on the same day – eg travelling between two different residential open homes.

✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg to attend a weekend auction.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work – eg a large 'for sale' sign and tools to erect it. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Travel expenses



✓ You can claim a deduction for travel expenses if you have to travel overnight from your usual work location – eg traveling to a remote area to inspect a property – provided the cost was incurred while carrying out your work duties. Travel expenses may include meals and accommodation, fares, petrol and incidentals such as parking fees and tolls.

✗ Receiving a travel allowance from your employer does not automatically entitle you to a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your income – eg it was not a personal expense.

Clothing and grooming expenses



- ✓ You can claim a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job eg clothing items you're required to wear which have a logo that is unique and distinctive to your employer.
- ✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it and even if you only wear it for work, eg black pants and a white shirt.
- ✗ You can't claim a deduction for hairdressing, cosmetics, hair and skin care products, even if your employer tells you to use them, or you are required to be well-groomed.

Home office expenses



- ✓ You can claim a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs. If you are required to purchase equipment for your work and it costs more than \$300, you can claim a deduction for this cost spread over a number of years (depreciation).
- ✗ You generally can't claim the cost of rates, mortgage interest, rent and insurance.

Other common deductible work-related expenses



✓ Other expenses you can claim a deduction for include:

- marketing equipment – eg the work-related portion of cameras used for property photos
- decorating properties – eg flowers
- renewing your annual Certificate of Registration
- union and professional association fees
- technical or professional publications.

Gifts



- ✓ You can claim a deduction for the cost of gifts – eg alcohol, flowers – bought for work purposes if you are a salesperson or property manager entitled to receive your income from commission or both commission and retainer.
- ✗ You can't claim a deduction if you earn a fixed income and you are not entitled to earn a commission.
- ✗ You can't claim a deduction for gifts that are in the form of entertainment – eg a live sporting event.

If you're a recruitment consultant it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must directly relate to earning your income
- you must have a record to prove it.*

You can only claim the work-related portion of an expense. You can't claim a deduction for any part of an expense that does not directly relate to earning your income or that is private.

* You can use the **myDeductions** tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



- ✓ You can claim** the cost of using a car you own when you drive:
- between separate jobs on the same day – for example, from your first job as a recruitment consultant to your second job as a career counsellor
 - to and from an alternate workplace for the same employer on the same day – for example, travelling from your usual workplace to attend a professional development workshop at a conference centre.
- ✗ You can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace, work outside normal business hours or you are working from home. For example, trips between your home and your workplace are not deductible if you are working from home for convenience rather than at the office but have to drive into the office for a meeting and then back home to continue work.
- If you claim car expenses, you can use the logbook method or the cents per kilometre method to calculate your deduction. If you use the logbook method, you need to keep a valid logbook to determine the percentage of work-related use along with written evidence of your car expenses. If you use the cents per kilometre method, you need to be able to show how you calculated your work-related kilometres and that those kilometres were work related.
- ✓** If you claim work-related car expenses using one of the above methods, **you can't claim** any further deductions in the same tax return for the same car, for example petrol, servicing, and insurance costs.

Clothing and laundry expenses (including footwear)



- With a few exceptions, clothing can't be deducted as a work-related expense.
- ✗ You can't claim** the cost of buying, hiring, repairing or cleaning conventional clothing you bought to wear for work. 'Conventional clothing' is everyday clothing worn by people – for example, business attire worn by office workers.
- ✓ You can claim** the cost of buying, hiring, repairing or cleaning clothing if it is considered:
- a compulsory uniform – you must be explicitly required to wear it by a workplace agreement or policy, which is strictly and consistently enforced and is sufficiently distinctive to your organisation
 - a non-compulsory uniform that is registered with AusIndustry (check with your employer if you're not sure).

Home office expenses



✓ You can claim the work-related portion of additional running expenses you incur when you work from home, so long as you meet the eligibility criteria and record-keeping requirements.

✗ You can't claim:

- coffee, tea, milk and other general household items your employer may provide you at work
- if your employer pays for or reimburses you for these expenses. Generally, employees also can't claim the cost of rates, mortgage interest, rent and insurance.

There are different ways to calculate home office expenses depending on your circumstances.

Seminars, conferences and training courses



✓ You can claim for the cost of seminars, conferences and training courses that relate to your work as a recruitment consultant.

If there is a personal component to attending the seminar, conference or training course, then you may not be able to claim all of your expenses.

✗ You can't claim for the cost of a course if it is only related in a general way to your current employment or designed to help you get a new job. For example, you can't claim the cost of study to become an engineer.

Travel expenses



✓ You can claim travel expenses if you travel away from your home overnight in the course of performing your employment duties – for example, travelling interstate to attend a conference. Travel expenses can include meals, accommodation, fares and incidental expenses you incur when travelling for work.

✗ You can't claim a deduction if the travel is paid for, or you are reimbursed by your employer or another person.

Other expenses



✓ You can claim the work-related portion of other expenses that relate to your employment including:

- parking fees and tolls where you are undertaking work-related travel in your car
- premium LinkedIn Subscription
- phone and internet costs, with records showing your work-related usage
- union and professional association fees.

✗ You can't claim private expenses such as:

- the cost of entertainment or social functions – for example, business lunches, galas or networking evenings
- parking at your normal place of work or public transport
- taxis or ride share expenses from home to work, even if you work split shifts or unusual hours
- medical or childcare fees
- grooming expenses – hairdressing, cosmetics and skin care products.

If you work in retail it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses

✓ You can claim a deduction when you:

- drive between separate jobs on the same day – eg travelling to your second job as a waiter
- drive to and from an alternate workplace for the same employer on the same day – eg driving between separate retail stores for the same employer.

✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg late night shopping or weekend shifts.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.¹

Clothing expenses

✓ You can claim a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job, or protective clothing that your employer requires you to wear.

✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work, eg, black pants and a white shirt or everyday clothing—even if it's sold at the store you work for.



Meal expenses

✓ You can claim a deduction for the cost of overtime meals on those occasions where:

- you worked overtime and took an overtime meal break, and
- your employer paid you an overtime meal allowance under an industrial law, award or agreement.

✗ You can't claim a deduction for the cost of meals eaten during a normal working day as it is a private expense, even if you receive an allowance to cover the meal expense.



Self-education expenses

✓ You can claim a deduction for self-education expenses if your course relates directly to your current job, eg a customer service course.

✗ You can't claim a deduction if your study is only related in a general way or is designed to help get you a new job, eg a health and wellbeing course.



Personal grooming

✗ You can't claim a deduction for hairdressing, cosmetics, hair and skin care products, even if your employer tells you to use them and you work in a store that sells them – they are personal expenses.



Other common deductions

✓ As long as the expense relates to your employment, you can claim a deduction for the work-related portion of the cost of:

- seminars and conferences
- technical or professional publications
- union and professional association fees
- phone and internet usage if your employer needs you to use your personal devices for work.



If you work in sales and marketing it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



You can claim a deduction when you:

- drive between separate jobs on the same day – eg travelling from your job in sales to a second job as a waiter.
- drive to and from an alternate workplace for the same employer on the same day – eg driving to a client's office for a meeting.

You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg having to work late to attend a sales event.

In limited circumstances **you can claim** the cost of trips between home and work, where:

- you had shifting places of employment (that is, you regularly worked at more than one site each day before returning home)
- you were required to carry bulky tools or equipment for work and all of the following conditions were met
 - > The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
 - > The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle.
 - > There was no secure storage for the items at the workplace.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Clothing expenses



- You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – eg clothing items you're required to wear which have a logo that is unique and distinctive to your employer – or protective clothing that your employer requires you to wear.
- You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, eg a business suit.

This is a general summary only.
For more information, go to ato.gov.au/occupations

Travel expenses



You can claim a deduction for travel expenses if you are required to travel overnight and don't attend your usual work location – eg for a sales conference, provided the cost was incurred while carrying out your work duties. This could include meals, accommodation, fares and incidental expenses that you incurred and your employer has not provided or reimbursed you.

You can't claim a deduction for travel expenses if you are required to travel overnight and don't attend your usual work location – eg for a sales conference, provided the cost was incurred while carrying out your work duties. This could include meals, accommodation, fares and incidental expenses that you incurred and your employer has not provided or reimbursed you.

Self-education expenses



You can claim for self-education expenses if your course relates directly to your current job, eg a marketing course.

You can't claim a deduction if your study is only related in a general way or is designed to help get you a new job – eg you can't claim the cost of study to enable you to move from working in sales to being a real estate agent.

Home office expenses



You can claim a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.

If you are required to purchase equipment for your work and it costs more than \$300, you can claim a deduction for this cost spread over a number of years (depreciation).

If you keep a diary of your home office usage, you can calculate your claim quickly using the home office expenses calculator.

You generally can't claim the cost of rates, mortgage interest, rent and insurance.



If you're an employee in the security industry it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

*You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Clothing expenses and laundry



- ✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job. You can also claim a deduction for protective clothing that your employer wants you to wear – for example, a bullet-proof vest or high-vis vest.
- ✓ **You can claim** your costs of laundering occupation-specific clothing or a distinctive uniform. **You can't claim** a deduction for clothing and laundry expenses if your employer supplies and launders the clothing.
- ✗ **You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work (eg black trousers or comfortable supportive boots), even if you only wear it to work and even if your employer tells you to wear it.

Self-education expenses



- ✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job and will either maintain or improve the specific skills or knowledge you require, or might result in an increase in income from your current employment – for example, a self-defence course.
- ✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help you get a new job. For example, you can't claim the cost of study to enable you to move from being a security guard to a police officer.

Guard dog expenses



- ✗ **You can't claim** guard dog expenses, unless it is a requirement of your employment to provide your own guard dog to use when undertaking your employment duties. If the dog is your family pet, you can't claim any deductions for guard dog expenses.
- If you are required to provide your own guard dog and you purchase a breed of dog suitable to be a guard dog, train it as a guard dog and don't treat it as a family pet, **you can claim** a deduction for ongoing expenses, such as food, veterinary expenses and registration costs. However, **you can't claim** a deduction for the initial cost of purchasing the dog as it is a capital expense.

Car expenses



- ✓ **You can claim** a deduction for the cost of using your car when you drive:
 - between separate workplaces because you have a second job
 - to and from an alternate workplace for the same employer on the same day (eg between different venues where you perform your duties as a security guard).
- ✗ **You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – for example, you are on call, or you work weekends or early morning shifts.
- ✗ **You can't claim** a deduction when using a badged or unbadged vehicle provided by your employer, unless you covered the cost of fuel, were not reimbursed by your employer, and the cost was a result of you performing your employment duties.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a logbook to determine the percentage of work-related use for your car. If you use the cents per kilometre method, you need to provide a calculation of your work-related kilometres and be able to demonstrate that those kilometres were work related.

Meals



- ✓ **You can claim** a deduction for the cost of a meal that you purchased and consumed during your overtime if your employer paid you an overtime meal allowance under an industrial law, award or agreement for the overtime.
- ✗ **You can't claim** a deduction for the cost of meals eaten during a normal working day as it is a private expense, even if you receive an allowance to cover the meal expense.

Licence expenses



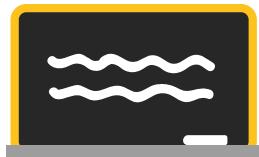
- ✓ **You can claim** renewal fees for a licence or ticket required to perform your employment duties in the security industry.
- ✗ **You can't claim** a deduction for obtaining your initial licence or ticket.

Other expenses



- ✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:
 - phone and internet usage if your employer needs you to use your personal devices for work
 - union and professional association fees.
- ✗ **You can't claim** a deduction if the cost was met or reimbursed by your employer.

If you're a teacher it pays to learn what you can claim at tax time



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses



✓ You can claim a deduction when you:

- drive between separate jobs on the same day – eg travelling from your job as a teacher to a second job as a musician
- drive to and from an alternate workplace for the same employer on the same day – eg driving from your school to another school to moderate exam results.

✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours – eg parent-teacher interviews.

In limited circumstances **you can claim** the cost of trips between home and work, where you were required to carry bulky tools or equipment for work and all of the following conditions were met:

- The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
- The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle.
- There was no secure storage for the items at the workplace.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Clothing expenses



✓ You can claim a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job, or protective clothing that your employer requires you to wear.

✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work, even if your employer tells you to wear it, and even if you only wear it for work – eg sports clothing.

Self-education expenses



✓ **You can claim** a deduction for self-education expenses if your course relates directly to your current job – eg a course in working with children with special needs.

✗ **You can't claim** a deduction if your study is only related in a general way or is designed to help you get a new job, eg you can't claim the cost of study to enable you to move from being a teacher's aid to being a teacher.

Home office expenses



✓ **You can claim** a percentage of the running costs of your home office if you have to work from home, including depreciation of office equipment, work-related phone calls and internet access charges, and electricity for heating, cooling and lighting costs.

If you are required to purchase equipment for your work and it costs more than \$300, you can claim a deduction for this cost spread over a number of years (depreciation).

✗ **You generally can't claim** the cost of rates, mortgage interest, rent and insurance.

Other common deductible work-related expenses



✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:

- phone and internet usage
- excursions, school trips and camps
- first aid courses
- seminars and conferences
- protective equipment such as sunglasses, sunhats and sunscreen
- teaching aids
- technical or professional publications
- union and professional association fees.

✗ **You can't claim** a deduction for the cost of:

- gifts you purchased for students
- meeting students' personal expenses – for example, paying for lunch, excursions or school books.



If you're a tradie it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*
- You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

*You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



✓ You can claim a deduction for the cost of travel while performing your duties. This includes travel between different work locations, including for different employers.

Normal trips between home and work are private in nature and can't be claimed. This applies even if you:

- live a long way from your usual workplace, or
- have to work outside normal business hours (eg weekend shifts).

In limited circumstances **you can claim** the cost of trips between home and work, where:

- you had shifting places of employment (that is, you regularly worked at more than one site each day before returning home)
- you were required to carry bulky tools or equipment for work and all of the following conditions were met
 - The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
 - The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle
 - There was no secure storage for the items at the workplace.

If you claim car expenses, you must:

- keep a logbook of your work trips, or
- be able to show us your claim is reasonable if you use the cents per kilometre method (for claims up to 5,000 km only).

Your vehicle is not considered to be a car if it is a vehicle with a carrying capacity of:

- one tonne or more, such as a ute or panel van
- nine passengers or more, such as a minivan.

In these circumstances (eg if you use a ute) **you can claim** the proportion of your vehicle expenses that relate to work – such as fuel, oil, insurance, repairs and servicing, car loan interest, registration and depreciation.

Keep receipts for your actual expenses. You cannot use the cents per kilometre method for these vehicles. While it is not a requirement to keep a logbook, it is the easiest way to show how you have calculated your work-related use of the vehicle.



Travel expenses



✓ If you are required to travel away from home overnight for work, **you can claim a deduction for accommodation and meal expenses.**

Receiving an allowance from your employer does not automatically entitle you to a deduction. You need to be able to show you were away overnight for work and you spent the money.

Clothing expenses



✓ You can claim a deduction for:

- the cost of buying, mending and cleaning uniforms that are unique and distinctive to your job (eg a uniform your employer requires you to wear)
- protective clothing your employer requires you to wear (eg hi-vis vests, steel-capped boots and safety glasses).

✗ You can't claim a deduction for plain clothing worn at work, even if your employer tells you to wear it or you only wear it for work (eg jeans or a plain shirt).

Tools and equipment expenses



✓ You can claim a deduction for tools or equipment you are required to buy for your job.

✗ If you also use the tools or equipment for private purposes, **you can't claim a deduction for that use.** For example, if you have a tool set that you use for private purposes half the time you can only deduct 50% of the cost. If the tools or equipment are supplied by your employer or another person, you can't claim a deduction.

If a tool or item of work equipment you only used for work:

- cost more than \$300 – **you can claim** a deduction for the cost over a number of years
- cost \$300 or less – **you can claim** an immediate deduction for the whole cost.

Other common deductible expenses



✓ Other work-related expenses **you can claim include:**

- protective equipment such as sunscreen, sunhats and sunglasses
- union fees
- phone expenses if you have to make phone calls or send texts for work.

Remember, you can only claim the work-related part of the expense.



If you're a train driver it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Car expenses



✓ You can claim a deduction when you:

- drive between separate jobs on the same day – eg from your job as a train driver to your second job
- drive to and from an alternate workplace for the same employer on the same day – eg travelling between stations or depots.

✗ You generally can't claim the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours.

There are limited circumstances where you can claim the cost of trips between home and work, such as where you carry bulky tools or equipment for work. The cost of these trips is deductible only if:

- your employer requires you to transport the equipment for work
- the equipment was essential to earning your income
- there was no secure area to store the equipment at the work location, and
- the equipment is bulky – at least 20kg or cumbersome to transport.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Clothing expenses



✓ You can claim a deduction for the cost of buying, hiring, mending or cleaning items of a compulsory, distinctive uniform. You can also claim a deduction for protective clothing that your employer wants you to wear – eg steel-capped boots.

✗ You can't claim a deduction for the cost of buying or cleaning plain clothing worn at work, even if you only wear it to work and even if your employer tells you to wear it – eg standard jeans, drill shirts and trousers.

✗ You can't claim a deduction for clothing and laundry expenses if your employer supplies and launders the clothing.

This is a general summary only.
For more information, go to ato.gov.au/occupations

Travel expenses



✓ **You can claim** a deduction for travel expenses if you are required to travel away from your home overnight to perform your work – for example driving the train to another town, resting in the barracks or accommodation and then returning home the next shift. This could include meals, accommodation and incidental expenses that you incurred and your employer has not provided or reimbursed you.

✗ Receiving a travel allowance from your employer does not automatically entitle you to a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your income.

✗ **You cannot automatically claim** the Commissioner's reasonable amounts for accommodation, meals and incidentals. You can only claim the amount you spent, and you must be able to show how you worked out your claim – for example, you kept a diary showing the times you were away and how many meals you ate and where.

✗ **You can't claim** accommodation expenses if your employer provides you with accommodation.

Phone and internet expenses



✓ **You can claim** phone and internet usage if your employer needs you to use your personal devices for work.

You can only claim the work-related portion of the use of your personal device.

Other expenses



✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:

- overtime meal expenses when you are paid an overtime meal allowance under an industrial law, award or agreement and you purchase and consume a meal during your overtime
- protective equipment such as sunglasses and ear plugs
- union fees.

✗ **You can't claim** for the cost of your daily food, drinks and items that relate to the storage and consumption of food as this is generally a private expense.



If you're a travel agent it pays to learn what you can claim



To claim a deduction for work-related expenses

- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*
- You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

*You can use the *myDeductions* tool in the ATO app to keep track of your expenses and receipts throughout the year.

Travel expenses



- ✓ **You can claim** a deduction for travel expenses if you travel away from your home overnight to attend conferences, seminars, training courses or industry promotion events relating to your job.
- ✓ **You can claim** a deduction for expenses (such as meals, flights, taxis and accommodation) if the travel directly relates to your job and:
 - your employer provides educational or familiarisation travel to learn about new products or tour destinations, or
 - where you use educational leave to undertake such travel.
- ✗ **You can't claim** a deduction for:
 - personal holidays, even if they are discounted by your employer
 - travel expenses if your employer or another person has paid for these or reimbursed you
 - travel insurance – as these policies cover private items such as illness, loss of baggage and theft
 - passport application and renewal fees
 - travel expenses related to taking a family member or friend with you on work travel.

Other expenses



- ✓ As long as the expense relates to your employment, **you can claim** a deduction for the work-related portion of the cost of:
 - phone and internet usage if your employer needs you to use your personal devices for work
 - union and professional association fees
 - technical or professional publications.
- ✗ **You can't claim** a deduction if the cost was met or reimbursed by your employer.

Car expenses



- ✓ **You can claim** a deduction when you drive to and from an alternate workplace for the same employer on the same day – eg travelling from your usual workplace to work at a different office.
- ✗ **You generally can't claim** a deduction for the cost of trips between home and work even if you live a long way from your usual workplace or have to work outside normal business hours.

If you claim car expenses, you can use the logbook method or the cents per kilometre method. If you use the logbook method, you need to keep a logbook to determine the percentage of work-related use for your car. If you use the cents per kilometre method, you need to provide a calculation of your work-related kilometres and be able to demonstrate that those kilometres were work related.

Clothing expenses and laundry



- ✓ **You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your employer.
- ✓ **You can claim** the costs of laundering occupation-specific clothing or a distinctive uniform. If your employer buys, mends or cleans your clothing **you can't claim** a deduction.
- ✗ **You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work or functions, even if:
 - you only wear it to work, or
 - your employer tells you to wear it (eg black trousers or a business suit).

Self-education expenses



- ✓ **You can claim** a deduction for self-education expenses if your study relates directly to your current job and:
 - will maintain or improve the skills you need, or
 - might result in an increase in income from your current employment (eg a Certificate III in Travel).
- ✗ **You can't claim** a deduction if your study doesn't relate to your current job or is only related in a general way, or is designed to help you get a new job. For example, you can't claim the cost of a Bachelor of Hotel Management to get a job as a hotel manager).

If you're a truck driver it pays to learn what you can claim at tax time



- To claim a deduction for work-related expenses**
- you must have spent the money yourself and weren't reimbursed
 - it must be directly related to earning your income
 - you must have a record to prove it.*

You can only claim the work-related part of expenses. You can't claim a deduction for any part of the expense that relates to personal use.

* You can use the ATO app myDeductions tool to keep track of your expenses and receipts throughout the year.

Car expenses

- ✓ You can claim** a deduction when you:

- drive between separate jobs on the same day – eg you drive for two separate employers
- drive to and from an alternate workplace for the same employer on the same day – eg travelling between depots.

- ✗ You generally can't claim** the cost of trips between home and work, even if you live a long way from your usual workplace or have to work outside normal business hours.

In limited circumstances **you can claim** the cost of trips between home and work, where you were required to carry bulky tools or equipment for work and all of the following conditions were met:

- The tools or equipment were essential for you to perform your employment duties and you didn't carry them merely as a matter of choice.
- The tools or equipment were bulky – meaning that because of their size and weight they were awkward to transport and could only be transported conveniently by the use of a motor vehicle.
- There was no secure storage for the items at the workplace.

If you claim car expenses, you need to keep a logbook to determine the work-related percentage, or be able to demonstrate to the ATO a reasonable calculation if you use the cents per kilometre method to claim.

Phone and internet expenses

- ✓ You can claim** phone and internet usage if your employer needs you to use your personal devices for work.

You can only claim the work-related portion of the use of your personal device.



Travel expenses



- ✓ You can claim** a deduction for travel expenses if you are required to travel overnight – eg travelling to a remote area, provided the cost was incurred while carrying out your work duties. This could include meals, accommodation, fares and incidental expenses that you incurred and your employer has not provided or reimbursed you.*
- ✗ Receiving a travel allowance from your employer does not automatically entitle you to a deduction. You still need to show that you were away overnight, you spent the money yourself, and the travel was directly related to earning your income.**
- ✗ You can't claim** accommodation expenses if you sleep in your truck or your employer provides you with accommodation.

* Circumstances may be different for FIFO workers.*

Clothing expenses



- ✓ You can claim** a deduction for the cost of buying, hiring, mending or cleaning certain uniforms that are unique and distinctive to your job – or the environment you work in – or protective clothing that your employer requires you to wear – eg steel-capped boots.
- ✗ You can't claim** a deduction for the cost of buying or cleaning plain clothing worn at work, even if you only wear it to work and even if your employer tells you to wear it – eg standard jeans, drill shirts and trousers.

Other common deductible work-related expenses



- ✓ As long as the expense relates to your employment, you can claim** a deduction for the work-related portion of the cost of:
- protective equipment such as sunglasses, sunhats and sunscreens
 - restraining ropes
 - union fees.



Information about common deductions, including record keeping

The following pages contain guides for common deductions.

- Car expenses
- Clothing and laundry
- Working from home during COVID-19
- Employees working from home
- Gifts and donations
- Record keeping
- Self-education expenses
- Travel expenses



Australian Government
Australian Taxation Office

Car expenses

What's under the bonnet?



To claim a deduction for work-related expenses:

- ✓ You must have spent the money yourself and weren't reimbursed
- ✓ It must directly relate to earning your income
- ✓ You must have a record to prove it*.

* Use the [myDeductions](#) tool in the **ATO app** to keep a record of your expenses throughout the year.



What's under the bonnet?

If you use your own car for work purposes (this may be a car you own, lease or hire under a hire-purchase agreement), you can claim a deduction using either the cents per kilometre method or logbook method.

You can claim a deduction for car expenses if you use your car to:

- perform your work duties
- attend work-related conferences or meetings away from your normal workplace
- travel directly between two separate places of employment if neither of the places is your home
- travel from your normal workplace to an alternative workplace and back to your normal workplace
- travel from your home to an alternative workplace and then to your normal workplace.

Remember

✗ **You generally can't claim** the cost of trips between home and work under any of the methods, even if you live a long way from your usual workplace or work outside normal business hours.

In limited circumstances, you can claim the cost of trips between home and work, where:

- your home was a base of employment (that is, you were required to start your work at home and travel to a workplace to continue your work for the same employer)
- you had shifting places of employment (that is, you regularly worked at more than one site each day before returning home)
- you carry bulky tools or equipment for work and all of the following apply:
 - the tools or equipment are essential to perform your employment duties and you don't carry them merely as a matter of choice
 - the tools or equipment are bulky – meaning that because of their size and weight they are awkward to transport and can only be transported conveniently by the use of a motor vehicle
 - there is no secure storage for such items at the workplace.

If your travel is partly private, you can only claim the work-related part.

✗ **You can't claim** a deduction for a car expense that has been reimbursed. You can only use one of the methods to calculate your deduction for car expenses. If you claim car expenses for more than one car, you can choose to use a different method to calculate your expenses for each car.

✗ If you claim a work-related car expense using the cents per kilometre or logbook method, **you can't claim** any further deductions in the same tax return for the same car. If you use someone else's car for work-related purposes, you can only claim a deduction for actual expenses, such as fuel, in the work-related travel expense section of your tax return. Cars owned or leased by someone else may include a spouse, family member or employer.

However, if you can show there is a family or private arrangement that made you the owner or lessee (even if you are not the registered owner) you can calculate your car expenses using either the logbook or cents per kilometre method.

If you have access to the car under a salary sacrifice arrangement or a novated lease, it is usually your employer who is leasing the vehicle from the financing company and making it available for your use. As you do not own or lease the car yourself, you cannot claim any deductions for using the car, but can claim additional expenses, like parking and tolls associated with your work use of the car.

A vehicle is not considered a car if it is a motorcycle or a vehicle that:

- has a carrying capacity of one tonne or more, such as a ute, truck or van
- can transport nine passengers or more, such as a people mover.

For these vehicles, you can claim the actual expenses related to your work travel. This includes costs such as fuel, oil, insurance and loan interest along with the decline in value of the vehicle. You must keep receipts for all your expenses and records to show your work-related use of the vehicle.

The easiest way to show your work-related use of the vehicle is to keep a logbook or documents that provide similar details to a logbook.



You can calculate your car expenses in two ways

Cents per kilometre method

You can claim a maximum of 5,000 work-related kilometres per car using this method.

You can claim 72 cents per kilometre for the 2020–21 financial year.

The cents per kilometre rate incorporates decline in value, registration and insurance as well as maintenance, repairs and fuel costs. You can't add these expenses on top of the rate when calculating your deduction.

You need to be able to show how you worked out your work-related kilometres (for example, by producing diary records of work-related trips or using the ATO app to track your work trips).

You will also need to have evidence that you own the car.

Logbook method

The logbook method allows you to claim the work-related portion of your actual car expenses.

Expenses you can claim include running costs such as fuel, oil and servicing, registration, insurance and the decline in value.

You can't claim capital costs, such as the purchase price of your car, the principal of a loan (i.e. any money borrowed) to buy it and any improvement costs (for example, adding paint protection and tinted windows).

To work out your work-related percentage, you need a valid logbook and the odometer readings for the start and end of the logbook

period. Your logbook period needs to show a continuous, representative 12-week period.

You can claim fuel and oil costs, based on either your:

- actual receipts
- an estimate of the expenses based on odometer records that show readings from the start and the end of the period you used the car during the year.

You need written evidence for all other car expenses, including evidence that you own the car and odometer readings at the start and end the period you used the car during the year.



Keeping a valid logbook

Your logbook must cover at a minimum 12 continuous weeks. If you started using your car for work-related purposes less than 12 weeks before the end of the year, you can extend the 12-week period into the next financial year.

Your 12-week logbook record is valid for five years. However, if your circumstances change (for example, if you change jobs or move to a new house) and the logbook is no longer representative, you will need to complete a new 12-week logbook.

Example: Logbook

Car details	Make: Holden	Model: Barina	Engine capacity: 2.4L	Registration number: ABC 123
Odometer reading for the start of the logbook period:			10,200kms	
Odometer reading for the end of the logbook period:			10,280kms	
Start date	Odometer reading at start of journey	End date	Odometer reading at end of journey	Reason for the journey
27 Aug 2020	10,200km	27 Aug 2020	10,210km	Private – take kids to school
27 Aug 2020	10,210km	27 Aug 2020	10,230km	Private – travel to work
27 Aug 2020	10,230km	27 Aug 2020	10,245km	Business – travel to offsite client meeting
27 Aug 2020	10,245km	27 Aug 2020	10,260km	Business – return to office
27 Aug 2020	10,260km	27 Aug 2020	10,280km	Private – travel from office to home

Calculate your work-related car use

(Complete this section after 12 continuous weeks of logbook use)

Logbook period (dd/mm/yy to dd/mm/yy)

- Calculate the total number of kilometres travelled during the logbook period
- Calculate the number of kilometres you travelled for allowable work-related trips during the logbook period
- Calculate the work-related use by dividing the amount at **a** by the amount at **b**. Multiply this figure by 100.

You can keep an electronic logbook by using the myDeductions tool in the ATO app or keep a paper logbook. Below is an example of the details you need to keep.

If you are using the logbook method for two or more cars, keep a logbook for each car and make sure they cover the same period.

Below is an example of the details you need to keep.

This is your work-related use percentage.

Once you've calculated your work-related use percentage, multiply it by your car expenses to figure out your claim.

You can use the myDeductions tool in the ATO app to record work-related car trips as well as any car expenses. You can share your myDeductions records directly with your agent at tax time.

This is a general summary only

For more information, go to ato.gov.au/car or speak to a registered tax professional.



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Clothing and laundry

It pays to learn what you can claim



To claim a deduction for work-related expenses:

- ✓ **you must have** spent the money yourself and weren't reimbursed
- ✓ **it must directly relate** to earning your income
- ✓ **you must have** a record to prove it*.

* Use the [myDeductions](#) tool in the **ATO app** to keep a record of your expenses throughout the year.



Clothing expenses (including footwear)

With a few exceptions, clothing cannot be deducted as a work-related expense.

- ✗ **You can't claim** the cost of buying, hiring, repairing or cleaning conventional clothing you bought to wear for work such as black trousers and a white shirt or suit, even if your employer says this is compulsory or you only wear it when you are at work.

'Conventional clothing' is everyday clothing worn by people regardless of their occupation – for example, business attire worn by office workers or jeans or drill shirts worn by tradespeople.

- ✓ **You can claim** the cost of buying, hiring, repairing or cleaning clothing if it falls within one of these categories:

- occupation-specific
- protective
- compulsory uniforms
- non-compulsory uniforms (registered with AusIndustry)

- ✗ **You can't claim** the cost of the item if your employer pays for or reimburses you for the expense.

Occupation-specific

- ✓ **You can claim** occupation-specific clothing that distinctively identifies you as a person associated with a particular occupation. For example, a judge's robe or chef's chequered pants. If the clothing may be worn by several professions, it is not considered occupation specific.



Example: occupation-specific clothing

Joe is a chef with two jobs. When working at a restaurant he wears the traditional chef's uniform of chequered pants, white jacket and chef's toque. He also works on a food truck, but just wears jeans and a t-shirt at that job. Joe can claim his traditional chef's uniform, but not his food truck clothing. The chef's clothing is relevant to his profession, but the jeans and t-shirt are conventional clothes.



Example: conventional clothing

Anne is a plumber and wears drill work pants and shirts at work. While Anne looks like a tradesperson, this is not considered to be occupation specific. The fact that an item may be traditionally worn in a profession does not make it occupation specific if it may be worn by several professions (for example carpenters and labourers).

Protective

- ✓ **You can claim** clothing you wear to protect yourself from specific risks of injury or illness at work.

The clothing must have protective features or functions so that it isn't considered conventional clothing. These sorts of items could include:

- heavy duty occupational wet weather gear
- protective boots, such as steel-capped boots or rubber boots for concreters
- boiler suits or aprons that protect ordinary clothing
- fire resistant clothing
- clothing with a UPF sun protection rating
- non-slip nurses' shoes.

There must be a link between your work-related activities, the risk presented by your environment, and the form and function of the clothing to reduce the risk.

- ✗ **You can't claim** a deduction for conventional clothes that don't have features or functions designed for the risks of your work (such as jeans, drill shirts, shorts, trousers, socks or normal everyday enclosed shoes).

Compulsory uniform (by a workplace agreement or policy)

- ✓ **You can claim** a compulsory uniform. To be considered compulsory, you must be explicitly required to wear it by a workplace agreement or policy, which is strictly and consistently enforced. A compulsory uniform must be sufficiently distinctive to your particular organisation so that a casual observer can clearly:
- identify you as working for a particular employer, or
 - identify the products or services provided by your employer.
- Conventional clothing is not a compulsory uniform even if your employer requires you to wear it, or you pin a name badge to it.
- ✓ Shoes, socks and stockings are generally not deductible. However, there are limited circumstances where shoes, socks and stockings can be claimed, such as where the employer has guidelines that stipulate specific characteristics of the colour, style and type of those items as a distinctive part of the uniform. This differentiates these items from conventional clothing as they are an integral part of a compulsory uniform.

Example: conventional clothes worn with a uniform

Rick works at a supermarket. Under his employer's uniform policy, he is required to buy and wear a shirt with the supermarket's logo embroidered on it. If he shows up to work not wearing this shirt he is sent home and issued with a warning. The uniform policy also includes a requirement to wear black pants and closed black shoes, but doesn't stipulate any other qualities of those items. Rick can claim a deduction for the cost of the shirts as they are a compulsory uniform, but he cannot claim the cost of the pants or shoes. Even though his employer requires him to wear a specific colour, they are not distinctive enough to make them part of his uniform and are still conventional clothes.

Non-compulsory uniform

- ✗ **You can't claim** expenses incurred for non-compulsory work uniforms unless your employer has registered the design with AusIndustry (check with your employer if you're not sure whether your uniform is registered or not).
- Single items of clothing, such as a shirt, cannot be registered for these purposes.

Example:

Lena works in administration for a bus company. The administration staff usually wear a suit in the company colour with the company logo. It's not compulsory for Lena to wear the suit, however her employer encourages staff members to wear it and have registered the suit as a non-compulsory uniform with AusIndustry.

Lena can claim a deduction for the cost of buying the suit because her employer has registered it with AusIndustry on the Register of approved occupational clothing.

Laundry and repairs

- ✓ **You can claim** the cost of cleaning and repairing occupation-specific clothing, protective clothing, compulsory uniforms and non-compulsory uniforms.
- ✗ **You can't claim** if your employer launders your clothing or reimburses you for these expenses.

A reasonable basis for calculating your laundry claim is:

- \$1 per load if the load is just made up of only work-related clothing, or
- 50c per load if other laundry items are included.

Repair and dry-cleaning expenses are based on the actual cost you incurred for those services.

If your laundry claim is \$150 or less (not including dry-cleaning expenses), you don't need receipts, but you need to be able to explain how you calculated your claim. You can do this by using the laundry rates and keeping a record of the number of times you washed your deductible clothing in a week, including if they were washed separately or with other clothing.

Exceptions to the record keeping rules are there to make things simpler – they do not allow you to claim an automatic deduction up to the specified amount where the money has not been spent.

Allowances

If you receive an allowance from your employer for laundry expenses:

- you can only claim a deduction for the amount you actually spent, not simply the amount of your allowance
- the allowance is assessable income, which you must include on your tax return.

This is a general summary only

For more information, go to ato.gov.au/clothingandlaundry or speak to a registered tax professional.



Australian Government
Australian Taxation Office

Working from home during COVID-19

It pays to learn what you can claim at tax time



To claim a deduction for work-related expenses:

- ✓ You must have spent the money yourself and weren't reimbursed
- ✓ It must directly relate to earning your income
- ✓ You must have a record to prove it*.

* Use the [myDeductions](#) tool in the **ATO app** to keep a record of your expenses throughout the year.



We understand that due to COVID-19 your working arrangements may have changed. If you have been working from home you may have expenses you can claim as a deduction this tax time.

Tracking these expenses can be challenging, so we have introduced a temporary shortcut method. It's a simplified way to work out your deduction with minimal record keeping requirements.

The shortcut method initially applied from 1 March to 30 June 2020, but **can now be applied until 30 June 2021**.

- ✓ You can use the shortcut method to calculate your working from home expenses for the period from:

- 1 March 2020 to 30 June 2020 in your 2019–20 tax return
- 1 July 2020 to 30 June 2021 in your 2020–21 tax return.

To claim a deduction for working from home, all of the following must apply:

- you must have spent the money
- the expense must be directly related to earning your income
- you must have a record to prove it.

- ✗ This means you can't claim a deduction for items provided by your employer or if you have been reimbursed for the expense.

If you receive an allowance from your employer to cover your expenses when you work from home, you:

- must include this allowance as income in your tax return
- can claim a deduction.

In most cases, if you are working from home as an employee, there will be no capital gains tax (CGT) implications for your home.

Expenses you can claim

If you work from home, you can claim a deduction for the additional expenses you incur.

These include:

- electricity and/or gas expenses associated with heating, cooling and lighting the area from which you are working and running items you are using for work
- cleaning costs for a dedicated work area
- phone and internet expenses
- computer consumables and stationery (for example, printer paper and ink)
- home office equipment, including computers, printers, phones, furniture and furnishings – you can claim either the
 - full cost of items up to \$300
 - decline in value for items over \$300.

Expenses you can't claim

- ✗ If you are working from home, you can't claim:

- the cost of coffee, tea, milk and other general household items your employer may otherwise have provided for you at work
- costs related to children and their education, including setting them up for online learning, teaching them at home or buying equipment such as iPads and desks
- time spent not working, such as time spent home schooling your children or your lunch breaks.

- ✗ Employees generally can't claim occupancy expenses, such as rent, mortgage interest, water and rates.

Calculating your expenses

There are three ways you can choose to work out your deduction for working from home.

These are the:

- shortcut method – if you work from home you can use this method to claim a rate of 80 cents per work hour between
 - 1 March 2020 to 30 June 2020 in your 2019–20 tax return
 - 1 July 2020 to 30 June 2021 in your 2020–21 tax return.

- fixed rate method – if you have a dedicated work area (like a home office), you can use this method to claim
 - a rate of 52 cents per work hour for electricity and/or gas for heating, cooling, lighting and running items used for work, cleaning expenses and the decline in value of office furniture
 - the work-related portion of your phone and internet expenses, computer consumables, stationery
 - the work-related portion of the decline in value of equipment (such as mobile phone, computer, laptop or similar device)

- actual cost method – claim the actual work-related portion of all your running expenses, which you need to calculate on a reasonable basis.

You can use the method or methods that will give you the best outcome. You must meet the criteria and record keeping requirements for each method. For information and examples on how to work out your deduction prior to 1 March 2020 or to use the fixed rate or actual cost methods, see [Home office expenses](#).

Shortcut method

Tracking your working from home expenses can be challenging, so we introduced a temporary shortcut method in response to COVID-19. It's a simple way to work out your deduction with minimal record keeping requirements.

Using the shortcut method, you can claim a deduction of 80 cents for each hour you work from home as long as you:

- work from home to fulfil your employment duties
- are not just carrying out minimal tasks such as occasionally checking emails or taking calls,
- incur additional running expenses as a result of working from home.

The shortcut method doesn't require you to have a dedicated work area and the rate of 80 cents per work hour covers all your additional running expenses, including:

- electricity for lighting, cooling or heating and running electronic items used for work (for example your computer)
- gas heating expenses
- the decline in value and repair of capital items, such as home office furniture and furnishings
- cleaning expenses
- phone costs, including the decline in value of the handset
- internet costs
- computer consumables, such as printer ink
- stationery
- the decline in value of a computer, laptop or similar device.

You don't have to incur all of these expenses, but you must have incurred additional expenses in some of those categories as a result of working from home.

If you use the shortcut method to calculate your deduction, you can't claim any other expenses for working from home for that period. For example, if you purchased a desk to use when working from home, you cannot claim a deduction for that separately, it is covered by the 80 cents per work hour rate.

You can work out your working from home deduction for the shortcut method, using this formula:

- Total number of hours worked from home between 1 March and 30 June 2020 × 80 cents
- Total number of hours worked from home between 1 July 2020 and 30 June 2021 for the 2020–21 income year × 80 cents.

If you use the shortcut method to claim a deduction, include the amount at the 'other work-related expenses' question in your tax return and include 'COVID-hourly rate' as the description. Remember, if you use the shortcut method to claim your deduction, you can't claim an additional deduction for any of the expenses covered by the shortcut rate.



Records you must keep

If you use the shortcut method, you must keep a record of the hours you worked at home. This could be a timesheet, roster, diary or similar document that shows the hours you worked.

If you use the other methods, you must also keep a record of the number of hours you worked from home along with records of your expenses.

This is a general summary only

For more information, go to [Home office expenses](#) or speak to a registered tax professional.



Australian Government
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Employees working from home

It pays to learn what you can claim at tax time



! If you are working from home during COVID-19, we have introduced a temporary shortcut method to simplify how you calculate your working from home deduction.

This method is only available for the period 1 March 2020 to 30 June 2021. If you meet the eligibility and record-keeping requirements, you can claim 80 cents per work hour using this method, see [Home office expenses](#)

Running expenses

Employees who work from home **can claim** the work-related proportion of their **running expenses**.

These expenses are the cost of using equipment and utilities at your home for work and include:

- lighting
- heating and cooling
- cleaning
- the decline in value of equipment, furniture and furnishings in the area you use for work
- the cost of repairs to this equipment, furniture and furnishings
- other running expenses, including computer consumables (such as printer paper and ink) and stationery.

Occupancy expenses

As an employee, generally **you can't claim** a deduction for occupancy expenses, which includes rent, mortgage interest, property insurance, land taxes and rates.

In most cases, if you work from home as an employee and claim working from home expenses, it will not have capital gains tax (CGT) implications for your home. However, if you are running a business from home or claiming occupancy expenses (like rent, mortgage interest or rates), then CGT may apply.

If you do claim occupancy expenses, you don't get the full main residence CGT exemption, although you may be entitled to a partial exemption.

Phone and internet expenses

If you use your phone or internet for work, **you can claim** a deduction for the work-related percentage of your expenses if you paid for these costs and have records to support your claims.

You need to keep records for a four-week representative period in each income year to claim a deduction of more than \$50. These records include phone and internet bills (paper or electronic) from which you can identify work-related calls and internet usage.

Diary entries and any other evidence which shows you worked from home and made work-related phone calls will also help to demonstrate that you are entitled to a deduction.

Calculating running expenses

There are two ways to calculate your running expenses, you can either:

- claim a fixed rate of 52 cents per hour, or calculate your actual expenses.

Fixed rate

You can use a fixed rate of 52 cents per hour for each hour that you work from home (instead of recording all of your actual expenses for heating, cooling, lighting, cleaning and the decline in value of furniture).

To claim using this method keep records of the actual hours you worked at home during the income year, or keep a diary for a representative four-week period to show your usual pattern of working at home. You can then apply this amount of use across the remainder of the year to determine your full claim.

You need to separately work out your expenses for:

- phone and internet usage
- computer consumables and stationery
- decline in value on your computer.

Actual expenses

To calculate actual expenses if you **have a dedicated work area**, you:

- record the number of actual hours you worked from home during the income year
- work out the cost of your cleaning expenses by adding together your receipts and multiply it by the floor area of your dedicated work area
- work out the cost of your heating, cooling and lighting by working out the following
 - the cost per unit of power used (using your utility bill)
 - the average units used per hour – this is the power consumption per kilowatt hour for each appliance, equipment or light used
 - the total hours used for work-related purposes while you were working from home.

You must also take into account the use of this area by other members of your

household, if applicable, and apportion your expenses accordingly.

To calculate your deduction for the decline in value of equipment, furniture and furnishings that cost more than \$300, the item must be depreciated and apportioned to reflect your work-related use. The ATO has a [depreciation tool](#) to help you work this out.

If you **did not have a dedicated work area**, the additional expense for lighting, heating, cooling and electricity should be calculated by determining the actual cost of running each unit you used per hour and multiplying that by the hours you spent working at home. Generally, the amount of additional expense will be small.

This will be particularly so where other people are using the area at the same time you are working there. In those circumstances there will be no additional cost for lighting, heating or cooling (see the example below).



Calculating phone and internet expenses

There are two ways to calculate your phone and internet expenses:

- ✓ you can claim up to \$50 with limited documentation, or ✓ you can calculate your actual expenses.

Claiming up to \$50

If your work use is incidental and you are not claiming a deduction of more than \$50 in total, you may make a claim based on the following, without having to analyse your bills:

- 25 cents for work calls made from your landline
- 75 cents for work calls made from your mobile
- 10 cents for text messages sent from your mobile.

Actual expenses

If you have a phone or internet plan where you receive an itemised bill, you need to determine your percentage of work use over a four-week representative period which can then be applied to the full year.

You need to work out the percentage using a reasonable basis. This could include:

- the number of work calls made as a percentage of total calls
- the amount of time spent on work calls as a percentage of your total calls
- the amount of data downloaded for work purposes as a percentage of your total downloads.

If you have a bundled plan, you need to:

- apportion the cost of the plan between the services provided
- identify your work use for each service over a four-week representative period during the income year, which can then be applied to the whole year.
- The same method should be used for non-itemised plans.



Common examples

Example: Julia – a dedicated room for work

Julia is a lawyer who works as an employee for a large city firm. Julia's employer agrees that she can work from home two days per week. She has a home office that she works in on the days she does not travel to the city. Julia and members of her family use the home office for private purposes, including private use of the computer and to store household items.

Julia can claim running costs, but only the portion of the expenses that relate to her work-related use of the home office. In working out her work-related use of the home office and the computer, Julia takes into account not only her own private use but also her family's use of the home office and the computer.

Example: James – no set work area

James is a high school teacher. From time to time, James works in the lounge room at home – for example, to mark tests and prepare end of term reports. He does not have a room set aside exclusively for work.

James can only claim running costs associated with the work he does at home – such as the work-related proportion of the decline in value of the laptop he uses to prepare the reports and the additional cost of lighting, heating and cooling his lounge room. He is also entitled to claim the cost of electricity to power his laptop for the hours he spends working at home.

James's family are in the lounge room watching television at the same time that he is in there marking tests and preparing end-of-term reports. He cannot claim the additional cost of lighting, heating and cooling his lounge room. However, he can still claim the cost of electricity required to power his laptop for the time he spends working and the work-related proportion of the decline in value of the laptop he uses to prepare reports.

Example: Natalie – chooses to work from home

Natalie is a web developer for a large company and usually works from their office in her city. While Natalie is not required to work from home, her employer supports it. Natalie is not provided with the work equipment to use at home, so she uses her own laptop, internet connection, mobile phone and thumb drive. She is not reimbursed by her employer for these costs.

Natalie is entitled to claim running costs including the work-related proportion of the decline in value on her laptop, her office desk and chair, and a percentage of lighting, heating and cooling that reflects her work-related use of the office, as well as the cost of using her own internet connection and mobile phone for work. Natalie needs to apportion these expenses to take her private use into account.



Records you must keep

You must keep records, such as:

- a diary for a representative four-week period to show your usual pattern of working at home
- receipts or other written evidence, including for depreciating assets you have purchased
- diary entries to record your small expenses (\$10 or less) totalling no more than \$200, or expenses you cannot get any kind of evidence for
- itemised phone accounts from which you can identify work-related calls, or other records, such as diary entries.

! If you use the four-week representative period to calculate your expenses over the income year and your usual pattern of work changes throughout the year, you will need to keep separate records to show your expenses.

For example, if you normally work from home one day a week and due to an emergency situation, such as COVID-19, bushfire or drought, you're required to work from home for an extended period, you need to keep records of both:

- the actual hours you've worked from home due to the emergency situation
- your usual working from home arrangements.

This is a general summary only

For more information, go to ato.gov.au/workingfromhome or speak to a registered tax professional.



Gifts and donations

It pays to learn what you can claim at tax time



When can I claim?

- ✓ **You can claim** a deduction for a donation you make to an organisation if the donation meets four conditions:
 - you make it to a deductible gift recipient (DGR)
 - it must truly be a donation. A donation is a voluntary transfer of money or property where you receive no material benefit or advantage
 - it must be money or property, which includes financial assets such as shares
 - you have a record of the donation such as a receipt.

If you receive a material benefit – that is if the donor receives something which has a monetary value from the DGR in return for their donation – it is considered a contribution, and [extra conditions](#) apply.

What is a DGR?

A deductible gift recipient (DGR) is an organisation or fund that can receive tax deductible gifts.

Not all charities are DGRs. For example, in recent times there has been an influx of crowdfunding campaigns. Many of these crowdfunding websites are not run by DGRs so donations to them can't be claimed.

You can check whether your donation was made to an endorsed DGR on the [Australian Business Register](#) website.



What records do I need?

You should keep records of all tax-deductible gifts and contributions you make.

When you make a donation, the DGR will usually issue you with a receipt – but they don't have to. If this is the case, in some circumstances, you can still claim a tax deduction by using other records, such as bank statements.

If a DGR issues a receipt for a deductible gift, the receipt must state:

- the name of the fund, authority or institution to which the donation has been made
- the DGR's ABN (if one exists – some DGRs listed by name might not have an ABN)
- that the receipt is for a gift.

If you give through a workplace giving program your income statement or a written record from your employer is sufficient evidence.



Bucket donations

If you made one or more donations of \$2 or more to bucket collections conducted by an approved organisation for natural disaster victims, you can claim a tax deduction of up to \$10 for the total of those contributions without a receipt.

When I can and can't claim a deduction

You may be able to claim gifts or donations as a deduction when:

- the gift or donation is \$2 or more and you have a record of the donation
- you donate property or shares, however [special rules](#) apply
- there are special circumstances under the [Heritage](#) and [Cultural gift](#) programs where donations can also be deductible
- you receive a token item for your donation. Token items are things of no purpose that are used to promote a DGR, such as lapel pins, wristbands and stickers.

- ✗ **You can't claim** gifts or donations as a deduction when they provide you with a personal benefit, such as:

- the purchase of raffle or art union tickets such as an RSL Art Union Prize home
- the purchase of fundraising items that have an advertised price and can be

used, such as chocolates, mugs, keyrings, caps or toys

- club membership
- the cost of attending fundraising dinners, even if the cost exceeds the value of the dinner
- payments to school building funds made in return for a benefit or advantage, for example, as an alternative to an increase in school fees or as a placement on a waiting list
- gifts to families and friends regardless of the reason
- donations made under a salary sacrifice arrangement
- donations made under a will.

- ✗ **You can't claim** a tax deduction for donations made to social media, crowdfunding platforms or memberships (such as sporting club memberships) unless they are a registered DGR.



Gifts and donations to political parties and independent candidates and members

In some circumstances, your gifts and donations to registered political parties and independent candidates may be claimed as a deduction.

Your gift or donation must be \$2 or more and be money or property that you purchased during the 12 months before making the donation. This includes if you pay a membership subscription to a registered political party. You must also make the gift or donation as an individual, not in the course of carrying on a business, and it can't be a testamentary donation.

The most you can claim in an income year is:

- \$1,500 for contributions and gifts to political parties
- \$1,500 for contributions and gifts to independent candidates and members.

To claim a deduction you must keep a written record of your donation.

To find out who is registered, go to: [Claiming political contributions and gifts](#)

This is a general summary only

For more information, go to ato.gov.au/gifts-and-donations or speak to a registered tax professional.



Australian Government
Australian Taxation Office

Record keeping

Set the record straight



To claim a deduction for work-related expenses:

- ✓ You must have spent the money yourself and weren't reimbursed
- ✓ It must directly relate to earning your income
- ✓ You must have a record to prove it*.

You can only claim the work-related part of expenses. If an expense relates to both work and private purpose, you must apportion the expense on a reasonable basis and only claim the work-related portion.

* Use the [myDeductions](#) tool in the **ATO app** to keep a record of your expenses throughout the year.



Records you need to keep

If you claim work-related deductions you must have records or be able to show how you calculated your claims.

Records are usually a receipt from the supplier of the goods or services.

The receipt must show the:

- name of supplier
- amount of expense
- nature of goods or services
- date the expense was paid
- date of the document.

Record keeping exceptions

Record keeping exceptions are available to make things simpler – they don't allow you to claim an automatic deduction.

⚠ In some circumstances you may not need receipts, but you will still need to show you spent the money and how you calculated your claim.

Keeping your records

You need to keep your records for five years from the date you lodge your tax return.

If you are claiming for the cost of a **depreciating asset** that you have used for work – for example, a laptop – you must keep purchase receipts and a depreciation schedule, or details of how you calculated your claim for decline in value, for **five years following your final claim**.

As we may ask that you produce your records during the five years, it is important that you have sufficient evidence to support your claims.

Commissioner's discretion

If you are unable to obtain a receipt from a supplier, you can still claim a deduction if we are satisfied that the nature and quality of the evidence shows you:

- spent the money
- are entitled to claim a deduction.

Evidence can include bank or credit card statements which show the amount that was paid, when and who it was paid to, as well as other documents which outline the nature of the goods or services provided.

⚠ If you paid cash to a supplier and have no other documentation to support your claim, you will not have sufficient evidence to claim a deduction.

myDeductions

The records you keep don't have to be in paper form. Records made and stored electronically are recognised as documents – this includes photos of your receipts.

Keeping track of your records on the go is easy with the [myDeductions](#) tool in the ATO app.

In myDeductions you can keep records of:

- any work-related expenses (including car trips)
- interest and dividend deductions
- gifts or donations
- cost of managing tax affairs
- other deductions.

Then, at tax time, you can upload your records into myTax or send them to your agent.

Download the [ATO app](#) now – it's free from your app store.

Representative periods

If your usual pattern of work use changes during the year, you may need to complete a new record. For example, if you change job and the work use of your internet changes you need to complete a new diary.

How the record keeping rules apply to different expenses

Car expenses

You can claim a deduction for using a car that you owned, leased or hired under a hire purchase agreement using the cents per kilometre or logbook method. The type of car expense records you need to keep depends on the method you used to calculate your claim.

Method 1: Cents per kilometre

You don't need receipts but you need to be able to show how you worked out your business kilometres (for example, by producing diary records of your work-related trips). If you use the cents per kilometre method, your claim is based on a set rate (72 cents per kilometre from 1 July 2020) for each business kilometre travelled. You can claim a maximum of 5,000 kilometres per car.

 If you borrowed a car or used a vehicle other than a car (for example, a motorcycle or a vehicle with a carrying capacity over one tonne, such as a utility truck or panel van) you can't claim your expenses using either of the two methods.

Instead, you need to keep all your receipts (such as fuel and repairs) and claim the work-related portion of these costs as a travel expense, not a car expense. While it is not a requirement for you to keep a log book, it is the easiest way to show how you calculated your work-related use of the vehicle.

Method 2: Logbook

Your claim must be based on the percentage of work use of your car. To work this out you need to keep a valid logbook.

Your logbook must:

- cover a minimum continuous period of 12 weeks and be broadly representative of your travel throughout the year

- include the purpose of every journey, odometer reading at the start and end of each journey and total kilometres travelled during the period
- include odometer readings at the start and end of each income year.

Your logbook is valid for five years, but you can start a new logbook at any time. If the work use of your car is no longer representative of work-related travel you undertake, you need to complete a new logbook.

You can claim fuel and oil costs based on your actual receipts, or you can estimate the expenses based on odometer readings from the start and the end of the period in which you used the car during the year.

You must keep:

- original receipts for all other expenses for the car
- details of how you calculated your claim for decline in value of your car, including the effective life and method used.

If your claim relates to the transport of bulky tools and equipment, you will need:

- a record of all work items carried
- the weight and size of all work items
- evidence the items carried are essential to your work
- evidence that your employer provided no secure storage at the workplace.

 Remember to include on your tax return any allowances that you receive from your employer for car expenses.

Travel expenses

There are specific record keeping requirements for travel expenses, depending on:

- whether your travel allowance is shown on your income statement or payment summary
- whether your travel was domestic or overseas
- the length of your travel and your occupation.

Travel records you should keep include:

- a travel diary or itinerary, if your travel was for six nights or more
- receipts for all meals, airfares, accommodation, car parking and tolls
- an explanation of how the travel was work-related, the number of nights you slept away from home and the location.

If your travel allowance is shown on your income statement or payment summary and you want to make a claim against it, you can claim a deduction for the amount you spent on accommodation, meals and incidentals for travel **within Australia** without keeping receipts if that amount does not exceed the reasonable amounts.

For travel **outside Australia**, you must always provide receipts for accommodation, but you can claim the amount spent on meals and incidentals without receipts if that amount does not exceed the reasonable amounts. If you claim more than the reasonable amounts, you must have written evidence for the whole amount, not just the excess over the reasonable amount.

Reasonable amounts for accommodation, meals and incidentals are provided to make record keeping simpler, not to provide an automatic deduction – you can only claim the amount you spent.

Although you may not need records, you will still need to show how you calculated your claim.

Clothing, laundry and dry-cleaning expenses

Clothing

You need to keep receipts to claim for the purchase of occupation-specific clothing, protective clothing, or unique and distinctive uniforms.

Laundry

If your claim for laundering (washing and ironing) occupation-specific clothing, protective clothing or unique and distinctive uniforms is less than \$150, you do not have to keep written evidence however you must keep details of how you calculated your claim.

Dry-cleaning

Dry-cleaning is not included in the \$150 exception for laundry expenses so you must keep all receipts for dry-cleaning your occupation-specific clothing, protective clothing or unique and distinctive uniforms.

How the record keeping rules apply to different expenses (continued)

Phone and internet

Claiming \$50 or less

If the work use of your phone is incidental, and you are not claiming a deduction of more than \$50, you may make a claim based on the following:

- 25 cents for each work call made from your landline
- 75 cents for each work call made from your mobile
- 10 cents for each text message sent from your mobile.

Claiming more than \$50

To claim a deduction of more than \$50 you must:

- keep all your phone and internet bills for the year
- show how much is related to work.

If your bills are itemised

For your phone expenses, highlight all your work-related calls in a representative four-week period which can then be applied to the full period. You can determine the work-related percentage by dividing the number of work calls by the total number of calls in that four-week period or the amount of time spent on work calls by the total time spent on all calls in that four-week period.

For your internet expenses, you can keep a diary covering a representative four-week period showing how often you, and other members of your household, use the internet for work and personal purposes. This can be based on the time spent or the data used by you for work purposes compared to your personal usage and that of all members of your household. This pattern of work use can then be applied to the full working period.

Bundled plans

If you have a bundled plan, you need to apportion the total cost of the plan between the services covered before determining your work-related use of each service. This can be done based on the supplier's cost or a comparable supplier's cost of each separate service.

Working from home

When claiming the additional running costs you incur while working from home (such as electricity and home office equipment) the types of records you need to keep depends on the method you use to work out your claim – shortcut method, fixed rate method or actual costs.

Shortcut method

If you are using the shortcut method (80 cents per hour worked from 1 July 2020) keep a record of the total hours worked from home by keeping your timesheets, rosters, diary or other similar record. As you can't claim any additional expenses, you do not have to keep any receipts or other records.

Fixed rate

If you are using the fixed rate method (52 cents per hour from 1 July 2020), either keep records of your actual hours spent working at home for the year or keep a diary for a representative four-week period to show your usual pattern of working at home. Also keep receipts for expenses not covered by the rate per hour and evidence showing how you determined the work-related portion of those expenses.

Actual costs

If you are claiming the actual costs you have incurred, keep your receipts or statements for all expenses you incurred and capital items you purchased (for example, stationery, desk, electricity and gas).

Self-education expenses

You must keep receipts for all self-education expenses, including course fees, text books, stationery and travel expenses.

You must also be able to explain how the course directly related to your employment at the time of study.

If you are claiming the portion of a depreciating asset that you have used for self-education – for example, a laptop – you must keep receipts and a depreciation schedule, or details of how you calculated your claim for decline in value.

Specific records required for depreciating assets

Some items, like a computer or car, have a limited life expectancy (effective life) and are expected to decline in value over time.

You must keep receipts that show the:

- name of supplier
- cost of the asset
- nature of the asset
- date you acquired the asset
- date of the document.

You also need to be able to show:

- the date you first started using the asset for work-related purposes
- the effective life of the asset (how long an asset can be used for). If you have not adopted the effective life determined by us, you will need to show how you worked out the effective life
- the method used to work out the decline in value
- how you have calculated the percentage of work use.

 The [depreciation and capital allowances](#) tool will help you claim a decline in value deduction for a depreciating asset and assist you with some of these record keeping requirements.

This is a general summary only

For more information, go to ato.gov.au/keepingrecords or speak to a registered tax professional.



Australian Government
Australian Taxation Office

Self-education expenses

It pays to learn what you can claim at tax time



To claim a deduction for work-related expenses:

- ✓ You must have spent the money yourself and weren't reimbursed
- ✓ It must directly relate to earning your income
- ✓ You must have a record to prove it*.

* Use the [myDeductions](#) tool in the **ATO app** to keep a record of your expenses throughout the year.



When can you claim?

- ✓ Self-education and study expenses are deductible when the course you undertake has a sufficient connection to your current work activities and:
 - maintains or improves the specific skills or knowledge you require in your current work activities, or
 - results in – or is likely to result in – an increase in your income from your current work activities.

When can't you claim?

- ✗ You can't claim a deduction for self-education for a course that:
 - relates only in a general way to your current employment or profession
 - enables you to get new employment – such as moving from employment as a nurse to employment as a doctor.

Course expenses

If your self-education is eligible, you may be able to claim a deduction for your expenses directly related to undertaking the course.

General expenses

- ✓ Some general expenses you may be able to claim include:
 - course and tuition fees, if paid directly by you
 - computer consumables (for example, printer cartridges)
 - textbooks
 - trade, professional or academic journals
 - stationery
 - home office running costs
 - internet usage (excluding connection fees)
 - phone calls
 - postage
 - student services and amenities fees
 - travel costs, including car expenses, between home and the place of education and between your workplace and the place of education
 - fees payable on some Higher Education Loan Program (HELP) loans, but not the loan itself.

You can only claim a deduction for the portion of these expenses that is directly related to your eligible self-education.

Depreciating assets

- ✓ You may be able to claim a deduction for assets that lose value over time (depreciating assets) such as computers and printers – that you have bought and use to study.
- Depreciating assets that cost more than \$300 are usually claimed over the life of the asset (decline in value). However, if you have a depreciating asset that cost \$300 or less – you can get a deduction for the full cost of the asset to the extent that you used it for study in the tax year you bought it. (see Apportioning expenses).

Car expenses

- ✓ If you are undertaking a course that has a sufficient connection to your current employment, you can claim the cost of daily travel from your:
 - home to your place of education and back
 - work to your place of education and back.
- ✗ However, you can't claim the cost of the last leg of your travel from:
 - home to your place of education, and then to work
 - work to your place of education, and then to your home.
- ✗ You can't claim the following expenses related to your self-education:
 - tuition fees paid by someone else, including your employer, or for which you were reimbursed
 - repayments of Higher Education Loan Program (HELP) loans, Student Financial Supplement Scheme (SFSS), the Student Start-up Loan (SSL), VET Student Loan or the Trade Support Loans Program (TSL)
 - home office occupancy expenses – for example, rent, mortgage interest, rates
 - accommodation and meals – except if you travel away from home for a short period for study, such as to attend residential school.



Apportioning expenses

Some expenses need to be apportioned between private purposes and use for self-education. Travel costs and depreciating assets are good examples of expenses that may need to be apportioned.

Use of equipment

If you use equipment such as computers and printers privately and for study, you must apportion the expense based on the percentage you use the equipment for self-education.

For example, if you use a computer 50% of the time for study and 50% for private purposes, you can only claim half the cost of the computer as a deduction. (For more information on asset expenses, see Depreciating assets.)



Recording your expenses

Use our [self-education expense calculator](#) to get an estimate of your self-education deductions. It also provides information on your claim eligibility.

Records you need to keep may include receipts or other documents showing your self-education and study expenses such as:

- course fees
- textbooks
- stationery
- decline in value of, and repairs to, depreciating assets.

You must also keep receipts, documents or diary entries for travel expenses.

Use the [myDeductions](#) tool in the ATO app to record your self-education expenses throughout the year.



Calculating your expenses

In certain circumstances, you may have to reduce your self-education expenses by up to \$250 to work out your deduction.

The [self-education expenses calculator](#) works this out for you.

This is a general summary only

For more information, go to ato.gov.au/selfeducation or speak to a registered tax professional.



Travel expenses

What you need to know before you go



To claim a deduction for work-related expenses:

- ✓ You must have spent the money yourself and weren't reimbursed
- ✓ It must directly relate to earning your income
- ✓ You must have a record to prove it*.

* Use the [myDeductions](#) tool in the **ATO app** to keep a record of your expenses throughout the year.



Travel expenses include:

- ✓ **Transport expenses** are deductible when you travel in the course of performing your duties. This includes the cost of driving your car, flying, catching a train, taxi or bus.
- ✓ **Accommodation, meals and incidental expenses** are deductible when you travel in the course of performing your duties **and** sleep away from home overnight.

Things to remember

You need to keep receipts – or other written evidence – for your travel expenses. There are some exceptions for expenses on accommodation, meals and incidental expenses.

You need to apportion your expenses if they are partly private in nature. If you travel on a work trip, you may not be required to apportion your costs where there is a minor private component that is merely incidental to the work.

If you travel away from home for six or more nights in a row, you need to keep travel records – such as a travel diary. This is in addition to keeping receipts for your expenses.

Receiving a travel allowance from your employer does not automatically entitle you to a deduction.

If any travel expenses are reimbursed, you cannot claim a deduction for them.

- ✖ **You can't claim** for normal trips between home and work even if you live a long way from where you work – this is private travel.
- ✖ **You can't claim** accommodation, meals and incidental expenses you incur in the course of relocating or living away from home.

Examples of when you need to apportion your expenses



Example 1

You take your partner or children away with you when you travel for work. You cannot claim the cost of any travel expenses you incur for them. For example, you pay for a two-bedroom apartment to accommodate your children, but you can only claim a deduction for the cost you would have incurred on a one-bedroom apartment had you travelled alone.



Example 2

You fly to Perth for a seven-day work conference and add on a return trip to Broome for four days. You can only claim:

- your flights to and from Perth
- the accommodation, meals and incidental expenses that you incurred during the seven days of work-related travel.



Example 3

You are in the process of booking a holiday to Sydney to see an art exhibition when your employer asks if you'd like to attend a three-day work-related conference in Sydney. Coincidentally, this is to be held from the Monday following your planned holiday. You change your travel arrangements to include the additional time in Sydney.

In total, you spend three days in Sydney for private purposes followed by three days at the conference. You apportion your flights for the private component of your trip (50%) and only claim the accommodation, meals and incidental expenses you incur during the three days of work-related travel.



Example 4

You fly to London for a 10-day international, work-related conference. You stay over for an extra two days to do some sightseeing. You cannot claim the cost of accommodation and meals for your two days of private travel. But the private component of the trip is merely incidental, so you can claim the full cost of your airfares.



Example 5

You are holidaying in Cairns when you become aware of a work-related seminar which runs for half a day. You can claim the cost of attending the seminar, but you cannot claim your airfares to and from Cairns, or accommodation whilst in Cairns, as the primary purpose of the travel is private.

Record keeping exception for accommodation, meals and incidental expenses

You must always keep records of your expenses; however, you don't have to keep all your receipts if:

- ✓ you received an allowance from your employer for the expenses
- ✓ your deduction is less than the Commissioner's reasonable amount (the amount considered reasonable for the substantiation exception). To find this year's amount, visit our [legal database](#) or 'ask Alex' on [ato.gov.au](#).

If you claim a deduction for more than the Commissioner's reasonable amount you need to keep receipts for all expenses, not just for the amount over the Commissioner's reasonable amount.

Even if you are not required to keep receipts, you must be able to explain your claim and show you spent the amounts. For example, show your work diary, bank statements, the travel allowance you received and that you correctly declared your travel allowance.

Travel diary

A travel diary is a record of your travel movements and activities you undertake during your travel. It will help you work out the work-related and private elements of your trip.

If you travel away from home for six or more nights in a row, you need to keep a travel diary except in the following circumstances:

- ✓ you travel within Australia and meet the requirements for the record keeping exception, or
- ✓ you are a crew member on an international flight and you claim a deduction for less than the allowance you received.

You should record your travel movements and activities in whatever diary/journal you use. It can be paper or electronic. It must be in English.

You must record your travel movements and activities before they end, or as soon as possible afterwards, including:

- ✓ where you were
- ✓ what you were doing
- ✓ the start and end times for the activities started and ended.

Example of a travel diary

9 Monday <ul style="list-style-type: none">– 6am travel to Wangaratta.– Arrive 9am.– 9.30am to 5.30pm sales conference Wangaratta.– Overnight conference centre.	10 Tuesday <ul style="list-style-type: none">– 9.30am to 5.30pm sales conference Wangaratta.– Overnight conference centre.	11 Wednesday <ul style="list-style-type: none">– 9.30am to 5.30pm sales conference Wangaratta.– Overnight conference centre.	12 Thursday <ul style="list-style-type: none">– 8am travel to Shepparton.– Arrive 9.15am.– 10am meet Mr Smith for display meeting.– 1pm to 5pm Shepparton store review.– Overnight Shepparton hotel.
13 Friday <ul style="list-style-type: none">– 6am travel to Echuca.– Arrive 7am.– 8am to 12noon Echuca store review.– 12.30pm to 12.45pm drive to Moama store.– 1pm to 5pm Moama store review.Overnight Moama hotel.	14 Saturday <ul style="list-style-type: none">– 7am travel to Bendigo.– Arrive 8.30am.– 9am to 6pm State Rep meeting.– 6pm Dinner with State Reps.– Overnight Bendigo Motor Inn.	15 Sunday <ul style="list-style-type: none">– 8am State Rep breakfast conference.– Finish 10am.– 10am travel home to Melbourne.– Arrive 12.30pm.	

If you travel by car when you are required to sleep away from home overnight in the course of performing your duties, the journeys in your car will have to be recorded separately.

The way in which they should be recorded will depend on what method you are using to calculate your [car expenses](#).

This is a general summary only

For more information, go to [ato.gov.au/travelexpenses](#) or speak to a registered tax professional.

Income you need to declare

The following pages contain guides on income you need to declare.

- Including all your income is important
- Residency for tax purposes
- Foreign income
- Ride-sourcing services

Including all your income is important

When you do your tax return, you must include all the income you received during the financial year. This includes salary, wages, payments from Centrelink, business income, bank interest, dividends, partnership and trust distributions, and some other types of income. If you have received access to your superannuation due to COVID-19, you will not need to pay tax on these amounts and will not need to include these amounts in your tax return.

Income from your job

You need to report your salary and wages as shown in your income statement or payment summary. Your income statement is available by clicking through to the ATO from myGov and we will automatically include information from it in your return for you. Wait for your employer to mark your statement as 'tax ready'. Most employers are required to finalise this information by 14 July.

If you have more than one employer you may receive several income statements, or both a payment summary and an income statement. You will need to check that income from your payment summaries is included in your return.

If you lodge your tax return before your income statement is marked 'tax ready', your employer might make changes and you may need to lodge an amendment to make these changes to your return.

If you take leave, are temporarily stood down or lose your job and receive a payment from your employer, there are different tax rules that may apply for the different payments.

JobKeeper – wage subsidy

JobKeeper payments are treated the same as your usual salary or wages from your employer. If you receive JobKeeper as an employee, it will be included in your income statement or payment summary as either salary and wages or as an allowance, depending on your circumstances. We will automatically include this information from your income statement in your tax return for you. For most people this will occur by 14 July.

If you're a sole trader who has received JobKeeper payments, you need to include the payments as business income in your individual tax return. If your business is a partnership, trust or company, and you received JobKeeper payments, you don't need to include it as assessable income in your individual tax return – but you need to report it as part of your business income. For more information, see ato.gov.au/SBsupport

Insurance payouts

You need to include income protection, sickness and accident insurance payments, in your tax return. The instructions in myTax explain how to include these amounts or talk to a registered tax professional.

Insurance payouts for damaged or destroyed personal items are not taxed. For example, any insurance payout you receive for your family home is not taxed. Insurance payouts for businesses or income-producing assets may be taxed.

Government payments

It is important to include any government payments that you receive in your tax return.

JobSeeker is a taxable payment and it needs to be included in your tax return.

We will be automatically including JobSeeker payments in your tax return at the 'Australian Government allowances and payments' section by early July. If you lodge your tax return before this information is included, you will need to include the amount of JobSeeker you received at the 'Australian Government allowances and payments' section of your tax return. Your JobSeeker payments will be included in your Centrelink payment summary.

Disaster assistance payments

If you're experiencing financial hardship as a result of a disaster, you may receive a relief payment from:

- local, state or federal government agencies
- a charity or community group
- your employer.

If you received the Pandemic Leave Disaster Payment from Services Australia, it will be treated as assessable income. You will need to include the payment in your tax return and pay tax on the income.

If you receive a Disaster Recovery Payment (DRP), it will be treated as exempt income. You don't pay tax on the DRP amount, but you need to include it in your tax return when you work out your tax loss.

Disaster Recovery Allowance (DRA) and Natural Disaster Relief and Recovery Arrangements (NDRRA) payments are generally taxable. However, the government may declare that, for some natural disasters, DRA and NDRRA payments are exempt income. You don't pay tax on exempt income but you need to include the amount in your tax return when you work out your tax loss.

You are not required to pay tax on the following payments made in relation to the 2019-20 bushfires (these amounts do not need to be included in your tax return):

- a payment made on or after 1 January 2020 by a State or Territory for loss of income as a result of you performing volunteer work with a fire service of a State or Territory during 2019–20
- Disaster Recovery Allowance
- Ex-gratia disaster income support allowance for special category visa (subclass 444) holders
- payments by a State or Territory under the **Disaster Recovery Funding Arrangements 2018**.

Emergency assistance in the form of gifts from family and friends is not taxable.

Pre-fill information

To make lodging your tax return easy, we can automatically include (pre-fill) your income and other information into your return for you. This information comes from organisations such as employers, banks, health funds and government agencies.

Most information is sent to us by late July, but many organisations send us their information much earlier.

We recommend lodging when all your information is ready. That way, you can be sure the information is complete and up to date. If you submit incorrect information, it may delay processing your return or you may need to repay amounts later.

For more information on what income you must declare in your tax return, see ato.gov.au/incomeyoumustdeclare



Residency for tax purposes

It pays to learn what you can claim at tax time



! To understand your tax situation, you need to know if you are a resident for tax purposes.

Residency for tax purposes may be different to your residency status for other purposes. You may be a resident for tax purposes even if you're not an Australian citizen or a permanent resident for immigration purposes.

Residency and tax

As an individual you will fit into one of the following three categories.

Australian resident for tax purposes

If you satisfy any of the below residency tests, you are an Australian resident for tax purposes.

This means you have to declare all of your worldwide income even if you have already paid tax on it overseas.

A foreign income tax offset is generally available to reduce the Australian tax on the same income.

Foreign residents

If you do not satisfy any of the residency tests below, you are a foreign resident.

As a foreign resident, you have no tax-free threshold and do not pay the Medicare levy.

You must still declare any income derived in Australia, including any capital gains on taxable Australian property in your Australian tax return.

If you have a Higher Education Loan Program or Trade Support Loan debt, you are required to declare your worldwide income or lodge a non-lodgment advice.

Temporary residents

You will be a 'temporary resident' if you hold a temporary visa and neither you or your spouse is an Australian resident within the meaning of the *Social Security Act 1991* (that is, not an Australian citizen or permanent resident).

As a temporary resident, you only need to declare income derived in Australia, plus any income earned from employment or services performed overseas for short periods while you are a temporary resident.

Other foreign income and capital gains do not have to be declared.

There are separate rules for working holiday makers and individuals who are dual residents.

Residency tests

There are four tests used to determine if you are an Australian resident for tax purposes.

You will be an Australian resident if you meet any one of these tests. You can use our [online tool](#) to assess your circumstances.

The resides test

Under this test, you are a resident of Australia if you reside in Australia according to the ordinary meaning of 'reside' – which means 'to dwell permanently, or for considerable time, to have a settled or usual abode, and to live in a particular place'.

Some of the factors that can be used to determine residency status include physical presence, intention and purpose, family and business or employment ties, maintenance and location of assets, social and living arrangements.

The domicile test

Under this test, you are a resident of Australia if your domicile is in Australia, unless the Commissioner is satisfied that your 'permanent place of abode' is outside Australia.

A domicile is a place that is considered to be your permanent home by law. For example, it may be a domicile by origin (where you were born) or by choice (where you have changed your home with the intent of making it permanent).

A permanent place of abode should have a degree of permanence and can be contrasted with a temporary or transitory place of abode.

The 183 day test

You will be a resident under this test if you spend over half the year in Australia, unless it is established that your 'usual place of abode' is outside Australia and you have no intention of taking up residence here.

If you have already taken up residence in Australia, this test will not generally apply regardless of the number of days you spend overseas.

In practice, this test only applies to individuals arriving in Australia.

The Commonwealth superannuation fund test

This test only applies to certain Australian Government employees who are eligible to contribute to the Public Sector Superannuation Scheme (PSS) or the Commonwealth Superannuation Scheme (CSS). If this is the case, you (and your spouse and children under 16) are considered to be a resident of Australia regardless of any other factors.

Examples



Emily – teaching in Japan

Facts:

- Emily leaves Australia to work in Japan as a teacher of English.
- She has a one-year contract, after which she plans to tour China and other parts of Asia before returning to Australia to resume work here.
- During her time in Japan, she lives with a family who treat her as one of their own.
- She rents out her property in Australia during her absence.
- Emily is single. Her parents live interstate, and her brother has moved to France.

Outcome: why is Emily considered an Australian resident?

Even though Emily is residing in Japan, under the domicile test:

- her domicile is in Australia (a resident who has always lived in Australia will generally retain a domicile here when they are absent overseas, unless they choose to permanently migrate to another country)
- her permanent place of abode remains in Australia.



Bronwyn – an extended job overseas

Facts:

- Bronwyn, an Australian resident, has received a job offer to work overseas for three years, with the option to extend for another three years.
- Bronwyn, her husband and three children decide to make the move.
- They retain their property in Australia, as they intend to return one day.
- The house will be rented out during their absence.
- Bronwyn is uncertain whether she will extend the option to stay after three years, and will decide later, depending on how the family like the life there.
- While overseas, they will rent a house with an accommodation allowance provided under her contract.

Outcome: why is Bronwyn considered a foreign resident?

The resides test is not satisfied because the length of Bronwyn's physical absence from Australia and the surrounding circumstances (such as establishing a home overseas with her family and renting out her family home in Australia) are not consistent with residing in Australia, even though she has retained the family home in Australia.

The domicile test is not satisfied because:

- her permanent place of abode is outside Australia due to
 - the length of time she has committed to spending overseas
 - establishment of a home overseas, and
 - her family accompanying her
- the fact that she will not be selling the home in Australia, although relevant, is not persuasive enough to overcome the finding on the basis of the other factors
- it is arguable that she has abandoned her home in Australia for the duration of her stay, by renting it out.

These examples are intended as a guide. Residency determinations depend on your individual circumstances.

Dual residents

You are considered to be a dual resident if you are a resident of Australia for domestic income tax law purposes, and a resident of another country for the purpose of that other country's tax laws. Where Australia has a double tax treaty with a foreign country, a treaty tie breaker test would usually determine which country has the right to tax Australian and foreign sourced income.

Working holidaymakers

If you come to Australia for a working holiday under visa subclass 417 or 462, you have fixed tax rates regardless of your residency status

This is a general summary only

For more information, go to ato.gov.au/residencyandtax or speak to a registered tax professional.



Australian Government
Australian Taxation Office

Foreign income

It pays to learn what you can claim at tax time



! If you're an Australian resident and you've derived income from overseas, you need to declare it in your Australian tax return.

To determine if you're an Australian resident for tax purposes, refer to [International tax for individuals](#).

Types of foreign income

Income from employment and personal services

If you have worked overseas or provided your services to an organisation located outside of Australia, you will need to declare all relevant income as if it were earned in Australia.

This may include:

- salary and wages
- director's fees
- consultancy fees
- business income
- any other remuneration.

There are some specific circumstances in which foreign salary is exempt, for more information go to [Exempt foreign employment income](#)

Income from assets and investments

If you own assets or investments overseas you will need to declare all relevant returns as if they were in Australia.

This may include:

- interest from bank deposits or bonds
- dividends from shares
- royalties from intellectual property
- rental income from real estate
- pensions, annuities and lump sums from managed funds
- income streams from super funds
- some foreign government pensions.

Capital gains on overseas assets

If you own an asset overseas, you may have to pay Australian tax when you sell the asset. You need to keep appropriate records.

If you acquired an overseas asset prior to becoming an Australian resident, you are taken to have acquired the asset at the time you became a resident.

Similarly, if you cease being an Australian resident while holding an overseas asset, you are deemed to have disposed of that asset at the time you cease being a resident.

To accurately calculate the capital gain or loss, ensure you keep a record of the value of your asset at these times.

This is a complex area of tax law and certain exemptions may apply.

What you need to remember

Tax paid on income overseas

If you have already paid tax in the country that you derived the income, you may be entitled to a foreign income tax offset credit.

To be eligible you must:

- have paid the tax on the income overseas
- have records to prove that the tax has been paid.

The offset amount you are entitled to will not always be the same as the amount of tax paid overseas. If you are claiming more than \$1,000 you will need to complete the foreign income tax offset limit calculation to determine your entitlement.

Converting foreign income to Australian dollars

All foreign income and tax offsets must be converted to Australian dollars in your Australian tax return.

Depending on your circumstances and the type of income, you will need to use either the specific prevailing exchange rate or the average exchange rate, visit [Converting foreign income to Australian dollars](#).

Apportioning foreign income across multiple tax returns

Unlike Australia, most countries do not have an income year ending 30 June.

This means foreign income amounts reported overseas and the associated tax offsets may need to be reported across multiple Australian tax returns.

You will need to determine which Australian tax years the amounts should be reported in and apportion accordingly.

This is a general summary only

For more information, go to [ato.gov.au/foreignincome](#) or speak to a registered tax professional.



Australian Government
Australian Taxation Office

Are you a ride-sourcing driver?

What you need to know about
your tax obligations



If you provide ride-sourcing services (sometimes referred to as ‘ride-sharing’), here’s a handy summary of your tax obligations.

Income tax

For income tax, you need to:

- ✓ include what you earn (such as fares, tips and bonuses) as income in your yearly income tax return.
- ✓ only claim deductions to the extent that they directly relate to providing ride-sourcing services.
- ✓ keep records of all your income and expenses (you can use the [myDeductions](#) tool in the ATO app).

GST

For GST, you need to:

- ✓ have an ABN
- ✓ register for GST from the day you start, regardless of how much you earn
- ✓ pay GST on the full fare
- ✓ lodge business activity statements monthly or quarterly (you can’t lodge annually)
- ✓ know how to issue a tax invoice.

How to calculate GST on the full fare

GST must be calculated on the full fare, not the net amount you receive after deducting any fees or commission.

Example

If a passenger pays \$55 for a fare:

- the GST payable is \$5 (1/11th of the fare)
- the digital platform takes out their fees or commission (for example, \$11) and pays you \$44
- if the digital platform fee of \$11 includes GST, you may be entitled to claim a GST credit of \$1 (1/11th of the fee).

You may also be able to claim GST credits for business purchases you make.

Expenses you may be able to claim

✓ Expenses you may be able to include:

- depreciation for assets you own, such as your car
- fees or commission charged by the digital platform
- fuel
- lease rental payments for a car
- parking fees
- tolls (if not paid for by the passenger).

Remember you need to apportion your expenses between business and private use.



Expenses you cannot claim

✗ Expenses you cannot claim include:

- the cost of getting and maintaining a driver's licence
- fines (for example, speeding or parking fines)
- fuel tax credits
- personal or private expenses.

Calculating car expenses

There are two methods:

- cents per kilometres travelled
- keeping a logbook to calculate the amount of car expenses claimed.

Note: If you use the cents per kilometre method, you can't make a separate claim for depreciation of the car's value.

This is a general summary only

For more information, go to ato.gov.au/ridesourcing or speak to a registered tax professional.