

Work Related Expenses

Please provide evidence. *This section is for expenses relating to your employment only. You must be able to substantiate all your claims for deductions with written evidence if the total amount of deductions you are claiming is greater than \$300. The records you keep must prove the total amount, not just the amount over \$300. You must have spent the money and not been reimbursed. It must be directly related to earning your income and you must have a record to prove the expenses even if less than \$300.*

To claim a work-related deduction:

- 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.

To claim a deduction for a work expense, including the decline in value of a depreciating asset) you must substantiate it by getting written evidence. This evidence can be in paper or electronic form. For most work expenses you need a receipt or similar document from the supplier that shows all of the following:

- the name or business name of the supplier
- the amount of the expense or cost of the asset
- the nature of the goods or services that you purchased
- the date you purchased the goods or services
- the date the document was produced.

D1 Work related car expenses

There are Two methods we can use to claim your work-related car use:

- Cents per kilometre method (max 5,000kms) (@ \$0.78c)
- Logbook method

Use might include:

- Visiting customers – existing and potential
- Attending meetings & training seminars
- Running errands on behalf of your employer
- Travelling between work sites

occupation, such examples as a bartender's black trousers and white shirt, a businessperson's suit, or a swimming instructor's swimwear.

	Amount Spent \$	Work %	Receipts?
Protective clothing			Yes/No
Occupation-specific clothing			Yes/No
Non-compulsory uniform			Yes/No
Compulsory uniform			Yes/No
Laundry (up to \$150 without receipts)			Yes/No
Dry cleaning			Yes/No
Other claims – mending/repairs, etc (please specify)			Yes/No
Please describe uniform to us: (Normal business clothing, such as suits are not allowed)			

D4 Work-related self-education expenses

Course taken at educational institution	Amount Spent \$	Work %	Receipts?
Name of course undertaken:			
Student union fees			Yes/No
Course fees			Yes/No
Travel			Yes/No
Textbooks			Yes/No
Stationery			Yes/No
other (please specify)			Yes/No
Does the course relate to your existing work?			Yes/No
Does your employer encourage/support you in this course?			Yes/No
How many hours per week (on average) did you study at home?			

D5 Other work-related expenses (Remember these are expenses to do with your employment only)

	Amount Spent \$	Work %	Receipts?
Home office expenses			Yes/No
How many hours pw on average do you spend working at home? How many hours pw on average do you spend working at home? From 01.07 .22 – 30.06.23			Yes/No
Computer and software			Yes/No
Internet			Yes/No
Telephone/mobile phone			Yes/No
Tools and equipment < \$300 each item			Yes/No
Subscriptions /Union fees /Professional Associations			Yes/No
Journals/periodicals			Yes/No
Briefcase/calculators etc.			Yes/No
Depreciation – Assets costing > \$300 each item date bought and cost			Yes/No
Seminars and courses not at an educational institution (ie. not shown above at D4)			
➤ Course fees			Yes/No
➤ travel			Yes/No
➤ other (please specify)			Yes/No
Expenses in relation to allowances			Yes/No
Any other work deductions (please specify)			Yes/No