



OTHER WORK-RELATED EXPENSES (D5)

SUBSTANTIATION REQUIREMENTS

What does this cover:

- Home Office
- Mobile Phone
- Internet
- Overtime Meal Allowances
- Union Fees
- Tools
- Other Work-Related Expenses

HOME OFFICE

How does it work?

- To claim your working from home expenses you must:
 - be working from home to fulfil your employment duties, not just carrying out minimal tasks, such as occasionally checking emails or taking calls.
 - incur additional expenses as a result of working from home.
- You can claim a deduction for the additional running expenses you incur as a result of working from home.
- Running expenses are expenses which relate to the use of facilities within your home and include:
 - electricity expenses for heating or cooling and lighting
 - the decline in value of office furniture and furnishings as well other items used for work – for example, a laptop.

Fixed Cost Method

- To use the fixed rate method, you must:
 - incur additional running expenses as a result of working from home.
 - have a dedicated work area, such as a home office that you use when you work from home.
 - records that show the work-related portion of expenses not covered by the fixed rate per hour.
 - record of the number of hours spent working at home for the whole income year.
- You can claim the fixed rate of 52 cents for each hour you worked from home. The rate includes the additional running expenses you incur for:
 - the decline in value of home office furniture and furnishings – for example, a desk.
 - electricity and gas for heating, cooling and lighting.
 - cleaning your home office.
- You can also claim the work-related portion of the following expenses, in addition to the 52 cents per hour rate, if you incur these expenses as a result of working from home:
 - Mobile Phone.
 - Internet.
 - Depreciation of assets such as computers and laptops.



Actual Cost Method

- To use the actual cost method, you must:
 - incur additional running expenses as a result of working from home.
 - keep records, for example receipts or other written evidence, which show the amount:
 - you spend on expenses.
 - you spend on depreciating assets you buy and use while working from home.
 - of work-related use for your expenses and depreciating assets.
 - Record the number of actual hours you work from home during the income year.
 - Maintain a diary for a representative 4-week period to show your usual pattern of working from home.
- You don't incur additional running expenses if other members of your household (who are not working from home) are in the same room as you while you are working from home – you must have a dedicated room for work related purposes.
- You can claim Depreciation on office furniture and equipment, phone and interest based on methods already mentioned in their above category.
- You can claim the cost of your heating, cooling and lighting by apportioning using one of the below methods:
 - cost per unit of power used (your utility bill has this information).
 - average units used per hour, which is the power consumption per kilowatt hour for each appliance, equipment or light used.
 - total annual hours used for work-related purposes by checking your record of hours worked or your diary.

Shortcut Method

- This is a temporary method and is only still available for the 2022 income year.
- You can use this method if you:
 - worked from home and incurred some additional running expenses as a result.
 - have a record of the number of hours you worked from home.
- Using this method, you can claim 80 cents per hour for each hour you work from home.
- You cannot claim any other expenses for working from home such as the expenses below:
 - Depreciation of office furniture or fittings.
 - Depreciation of office equipment (e.g. Computers, Laptops, etc).
 - Mobile Phone.
 - Internet.
 - Heating, cooling or lighting.

SUBSTANTIATION REQUIREMENTS (What do you need to prove your claim)

1	An explanation of the work performed from your home office.
2	Copy of your diary, over a representative four-week period, or other evidence that shows how often you worked out of your home office which details how you calculated your claim.
3	Letter or evidence from employer confirming requirement to work from home.





MOBILE PHONE

What you can claim?

- You can only claim a deduction for phone expenses you incur when carrying out your employment duties, that is, in the course of earning your employment income.

What you can't claim?

- You can't claim a deduction for installation and set up costs for phones, data and internet.
- If your employer provides you with a phone for work use then you can't claim a deduction.
- If you pay for your usage and your employer then reimburses you, you can't claim a deduction.
- If you use your phone to seek employment you can't claim a deduction as you are not yet generating income from the use of the phone.
- You also can't claim a deduction if you're a casual employee and an employer phones you to ask you to work, or you phone them to check on work availability. This cost doesn't directly relate to your income-producing activities. It is instead, an activity that puts you in a position to earn income.

How to calculate your claim?

Itemised Phone Bills:

- If you have a phone plan with an itemised bill, you need to work out your percentage of work use over a four-week representative period, which you can then apply to the full year.
- You need to work out the percentage using a reasonable basis. This could include the:
 - number of work phone calls made as a percentage of total phone calls;
 - amount of time spent on work phone calls as a percentage of your total phone calls;
 - amount of data downloaded for work purposes as a percentage of your total downloads.

Non-Itemised Phone Bills:

- If you have a phone plan where you don't receive an itemised bill, you work out your work use by:
 - keeping a record of all your phone calls over a 4-week representative period;
 - calculating your claim using a reasonable basis.

SUBSTANTIATION REQUIREMENTS (What do you need to prove your claim)

1	Confirmation from employer that you are required to use your personal phone and it is not reimbursed
2	An explanation of how the phone was used for work
3	Copies of all itemised mobile phone invoices and evidence of payment
4	Highlighted work related calls from itemised statement for at least 1 month OR a diary covering a representative 4 week period showing your work-related and private use of the service



INTERNET

What you can claim?

- You can claim a deduction for internet costs incurred when carrying out your employment duties, that is, in the course of earning your employment income.

How to calculate your claim?

- A reasonable basis to work out your work-related internet use could include:
 - the amount of data downloaded for work as a percentage of the total data downloaded by all members of your household.
 - the time spent using the internet for work purposes as a percentage of the time spent by you for private purposes and by your family for any purpose.
 - any additional costs incurred as a result of your work-related use, for example, if your work-related use results in you exceeding your monthly cap.
- If other members in your household also use the services, you need to take into account their use in your calculation.
- Phone, internet and other related services are often bundled. If you are claiming deductions for work-related use of one or more services, you need to apportion your costs based on your work use for each service.
- If you have a bundled plan, before calculating your work-related use of each service, you need to identify the cost of each service covered by the plan. Bundled services can be apportioned:
 - based on a supplier's breakdown of relative costs of the bundled services.
 - based on the relative costs of the bundled services as if they were purchased separately from the same supplier.
 - based on information on a comparable supplier.
- Once you have identified the cost of each separate service in a bundled plan, you need to identify your work use for each service over a four-week representative period during the income year. This will allow you to work out your pattern of work use, which you can then apply to the full income year.

SUBSTANTIATION REQUIREMENTS (What do you need to prove your claim)

1	Confirmation from employer that you are required to use your home internet and it is not reimbursed
2	An explanation of how the internet was used for work and how you calculated your claim, including allowing for usage of other members of your household
3	Copies of all internet invoices and evidence of payment
4	Evidence of how you established the work-related portion. This could be: <ul style="list-style-type: none"> - A diary covering a representative four-week period showing your work-related and private use of the service - A record of the amount of data downloaded for work as a percentage of the total data downloaded by all members of your household



OVERTIME MEAL ALLOWANCES

How does it work?

- Generally, the cost of food and drink (meals) while working are a private expense and you can't claim a deduction. However, you can claim a deduction for an overtime meal, if you meet the following conditions:
 - buy and eat the meal while working overtime, and;
 - receive an overtime meal allowance under an industrial award or enterprise agreement where both:
 - your employer includes it on your income statement;
 - you declare it as income in your tax return.
- You must have a record to prove you incur an expense unless an Exception from keeping overtime meal expense records applies. For example, where your claim is within the reasonable amounts the Commissioner publishes.
- If your claim in 2022 is above the overtime meal expenses reasonable amount of \$32.50 per meal you must maintain receipts for the full overtime meal expenditure.
- If your claim in 2022 is below the overtime meal expenses reasonable amount of \$32.50 per meal you do not need to provide full receipts, however you do need to prove you have incurred the cost. This can be in the form of bank statement/credit card transactions.

SUBSTANTIATION REQUIREMENTS (What do you need to prove your claim)

1	Letter from employer confirm overtime meals the amount paid per occasion and the name of the industrial law, award or agreement under which the allowance was paid
2	The number of instances you worked overtime and were paid an overtime meal allowance and payslips showing the meal allowance being paid
3	Copies of meal receipts or credit card/bank statement evidence that you have incurred the meal expense
4	List of places you have eaten, including what your normally eat and what it cost per meal (Provide menus/evidence)

UNION FEES

What you can claim?

- For the industry you work in, you can claim a deduction for:
 - union fees.
 - subscriptions to trade, business or professional associations.
- You must have spent the money yourself and not been reimbursed by your employer.

SUBSTANTIATION REQUIREMENTS (What do you need to prove your claim)

1	Evidence to show you paid the amount of union fees that you are claiming in the income year. (Union Invoice)
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TOOLS & EQUIPMENT

What you can claim?

- You can claim a deduction for tools, equipment and other assets if you use them to perform your work duties. The type of deduction you can claim depends on the cost of the asset.
- If you use the tools for both work and private purposes, you can only claim for your work-related use of the item.
- If the tool or equipment cost you \$300 or less, you can claim a deduction for the full amount in the year you buy it, if:
 - you use it mainly for work purposes.
 - it's not part of a set that together cost more than \$300.
- You can claim a deduction for the cost over the life of the item (that is, depreciation), if the tool or equipment:
 - cost more than \$300.
 - is part of a set that together cost more than \$300.
- You can only claim a deduction for the work-related use of the item.
- You can claim a deduction for some or all of the cost of tools, equipment, assets or products you use to help earn your income. For example:
 - Calculators
 - Computers and software
 - Desks, chairs and lamps
 - Filing cabinets and bookshelves
 - Hand tools, such as spanners, hammers and screwdrivers or power tools, such as grinders, sanders and hammer drills.
 - Protective items such as hard hats, safety glasses, sunglasses, sunscreens and cosmetics containing sun protection
 - Professional libraries
 - Safety equipment
 - Technical instruments.

SUBSTANTIATION REQUIREMENTS (What do you need to prove your claim)

1	Copies of purchase invoices and receipts.
2	Details of why each particular tool is required for work purposes.

OTHER WORK-RELATED EXPENSES

What you can claim?

- You may be able to claim a deduction for other expenses if it is incurred when carrying out your employment duties, and is required for you to earn your employment income.
- You must have spent the money yourself and not been reimbursed by your employer.

SUBSTANTIATION REQUIREMENTS (What do you need to prove your claim)

1	Copies of invoices/receipts for other deductions claimed.
2	Details of why each particular claim is required for work purposes.
3	Details of how you worked out the work-related portion of the expense.