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## Work-related expenses

How to complete myTax if you have work-related expenses.

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QC 80158

## myTax 2020 Work-related car expenses

How to complete the work-related car expenses section of your return using myTax.

**Last updated** 1 June 2020

Complete this section if you incurred car expenses as an employee for a car you owned, leased, or hired under a hire-purchase agreement.

### Things to know

To claim a deduction for a work-related expense:

- 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 (usually a receipt).

If your total claim for work-related expenses is more than \$300, you must have written evidence to prove your claims.

### You can claim

You can claim the cost of trips you undertake in the course of performing your work duties. This may also include trips between your home and your workplace if:

- you used your car because you had to carry bulky tools or equipment that you used for work and could not leave at your workplace (for example, an extension ladder or cello)
- 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).

Work-related car expenses also include the cost of trips:

- between two separate places of employment when you have a second job, providing one of those places is not your home
- from your normal workplace or your home to an alternative workplace that is not a regular workplace (for example, a client's premises) while you are on duty
- from an alternative workplace that is not a regular workplace back to your normal workplace or directly home.

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

Claim at this section any work-related car expenses incurred in earning assessable foreign employment income shown on an income statement or *PAYG payment summary – foreign employment*.

If you received an award transport payment, see [Claiming a deduction for car expenses - award transport payments](#).

You may need to make a balancing adjustment if you no longer own or use your car. See [What happens if you no longer hold or use a depreciating asset?](#)

### See also

- [Balancing adjustment rules for cars](#)
- [Owned or leased cars](#) – for claiming expenses for a car owned or leased by someone else
- [Deductions you can claim](#)
- [Taxation Ruling TR 95/34](#) *Income tax: employees carrying out itinerant work - deductions, allowances and reimbursements for transport expenses*
- [Travel between home and work and between workplaces](#)
- [Law Administration Practice Statement PS LA 1999/2](#) *Calculating joint car expense deductions*.

### You can't claim

You can't claim normal trips between your home and your workplace, even if:

- you did minor work-related tasks at home or between home and your workplace
- you travelled between your home and workplace more than once a day
- you were on call
- there was no public transport near work
- you worked outside normal business hours
- your home was a place where you ran your own business and you travelled directly to a place of employment where you worked for somebody else.

## Do not show at this section

- Expenses relating to motorcycles and vehicles with a carrying capacity of one tonne or more, or nine or more passengers, such as utility trucks and panel vans, go to [Work-related travel expenses](#).
- Expenses you incurred in earning assessable foreign employment income **not** shown on an income statement or *PAYG payment summary – foreign employment*, go to [Foreign employment](#).
- For any balancing adjustment, show your:
  - losses at [Other work-related expenses](#)
  - profits at [Other income](#).

Any balancing adjustment amounts calculated in the Depreciation and capital allowance tool will be automatically shown in myTax as outlined above.

## Calculation methods

There are two methods you can use to work out your car expenses deduction:

- [cents per kilometre method](#)
- [logbook method](#)

You can use the one that gives you the largest deduction or is most convenient.

Both methods require you to know or estimate your business kilometres. Business kilometres are the kilometres you travelled in the car in the course of earning assessable income (includes work-related activities).

## Cents per kilometre method

- Your claim is based on a set rate for each business kilometre.
- You can claim a maximum of 5,000 business kilometres per car per year.
- The rate is 68 cents per business kilometre.
- You do not need written evidence, but you need to be able to show how you worked out your business kilometres.

## Logbook method

- Your claim is based on the business use percentage of the expenses for the car.
- Your business use percentage is worked out by:
  - dividing the kilometres you travelled in the car for work during the year by the total kilometres travelled by the car during the year
  - then multiplying by 100.
- There is no limit on the business kilometres per car per year that can be claimed under this method
- You need a logbook and the odometer readings.
- Expenses include running costs and decline in value but not **capital costs**.
  - You can claim fuel and oil costs based on either:
    - your actual receipts, or
    - an estimate of the expenses based on odometer records that show readings from the start and the end of the period you had the car during the year.
  - You need written evidence for all other expenses for the car.

**Capital costs** include the purchase price of your car, the principal on any money borrowed to buy it and any improvement costs.

For more information about the logbook method, including what to records in your logbook and the logbook timeframe, see [Logbook method](#).

## Deductions for decline in value (depreciation)

You can claim a deduction for the decline in value of the care only if:

- you use the logbook method
- you owned the car or hired it under a hire-purchase agreement.

If you leased a luxury car, see [Leased luxury cars](#).

Remember:

- the car starts to decline in value from the day you first use it, even if you don't begin using it for work until a later time
- you can claim a deduction only for the period in the year in which you used the car for work
- you must apportion your deduction to reflect the
  - period you owned the car
  - percentage that the asset was used for work purposes.
- you must have directly incurred the cost of the asset and it was not reimbursed.

For more information, see [Guide to depreciating assets](#).

## Completing this section

You may need:

- written evidence for your car expenses (receipts, invoices or diary entries)
- your car logbook and odometer records.

We pre-fill your tax return with work-related car expense information you uploaded from myDeductions. Check them, and add any work-related car expenses that have not pre-filled.

To claim work-related car expenses, you must first show income from [salary and wages](#) or [foreign employment income](#) in the Income statements and payment summaries section.

To personalise your return to show work-related car expenses, at **Personalise return** select:

- You had deductions you want to claim
- Work-related expenses

To claim your work-related car expenses, at **Prepare return** select 'Add/Edit' at the Deductions banner.


At the **Work-related car expenses** banner:

1. For each work-related car that has not been pre-filled, select **Add**.
2. Enter the description of the car (for example, make or model).
3. Select the **Calculation method** you wish to use.  
If you qualify to use both methods, you can use whichever method gives you the largest deduction or is most convenient. You can enter each in myTax to work this out. If you do, remember to delete the one you don't want to use.
4. If you select the 'Cents per kilometre' method, enter the number of business kilometres you travelled. Go to step 6.
5. If you select the 'Logbook' method enter the information into the corresponding fields. MyTax will calculate the total expenses.
  - If you have calculated the decline in value of your car, enter the amount without any reduction for personal use. MyTax will multiply the decline in value you enter by the percentage of business use.
  - The **Depreciation and capital allowances tool** can help you to work out any decline in value deduction. It can also work out any deductible balancing adjustment when you stop holding a depreciating asset. Access this tool when you add your work-related car expenses and select the 'Logbook' method.  
If you used this tool, the calculated decline in value amount will automatically exclude the personal use percentage. To display results from the tool you must select the logbook method.  
Fields from this tool can't be adjusted in myTax. To make any adjustments, or to add new assets to the tool, select the 'Use the depreciation and capital allowances tool' link.

6. Select **Save**.

7. Select **Save and continue** when you have completed the **Deductions** section.

**Watch:** The following video shows you how to use the Depreciation and capital allowances tool.

**Media:** How to use the Depreciation and capital allowance tool  
<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiuboi7hki>  (Duration: 3:56)

You can watch [How to use the Depreciation and capital allowance tool](#)  in full screen on atoTV.

#### See also

- [Records you need to keep](#)
- [myDeductions](#) – record-keeping in the ATO app
- [Guide to depreciating assets](#)

## Leased luxury cars

If you leased a luxury car and wish to claim a deduction at this section, this information about luxury cars will help you.

A leased luxury car is a leased car that at the time the lease began had a market value of more than the 'car limit' that applied in the relevant income year.

You can claim a deduction for the decline in value of a leased luxury car (but not for other leased cars). The car can be new or second-hand. You must use the logbook method.

When claiming a deduction for decline in value, the initial value that you use for the car is the limit that applied in the income year in which the lease began. See [car cost limit for depreciation](#).

# myTax 2020 Work-related travel expenses

How to complete myTax if you have work-related expenses.

**Last updated** 1 June 2020

Complete this section if you incurred travel expenses you incur in performing your work as an employee. They include:

- public transport, air travel and taxi fares
- short-term car hire
- meal, accommodation and incidental expenses you incur while away overnight for work
- actual expenses such as petrol, repair and maintenance costs, that you incur to travel in a car that is owned or leased by someone else
- bridge and road tolls, and parking fees for
  - cars (do not claim these at 'Work-related car expenses')
  - motorcycles and vehicles with a carrying capacity of one tonne or more, or nine or more passengers
- expenses for motorcycles and vehicles with a carrying capacity of one tonne or more, or nine or more passengers, such as utility trucks and panel vans.

## Things to know

To claim a deduction for a work-related expense:

- 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 (usually a receipt).

If the expense was for both work and private purposes, you can only claim a deduction for the work-related portion.

If your total claim for work-related expenses is more than \$300, you must have written evidence to prove your claims.

## You can claim

You can claim the cost of trips you undertake in the course of performing your work duties. This may also include trips between your home and your workplace if:

- you used the vehicle because you had to carry bulky tools or equipment that you used for work and could not leave at your workplace (for example, an extension ladder or cello)
- 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).

Work-related travel expenses also include the cost of trips:

- between two separate places of employment when you have a second job, providing one of those places is not your home
- from your normal workplace or your home to an alternative workplace that is not a regular workplace (for example, a client's premises) while you are on duty
- from an alternative workplace that is not a regular workplace back to your normal workplace or directly home.

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

Claim at this section any work-related travel expenses incurred in earning assessable foreign employment income shown on an income statement or *PAYG payment summary – foreign employment*.

If you received:

- a travel allowance to cover accommodation, food, drink or incidental expenses, see [If you receive a travel allowance](#)
- an award transport payment, see [Claiming a deduction for car expenses – award transport payments](#).

To claim meal, accommodation and incidental expenses incurred when you travelled away overnight for work you must:

- have been required to travel as part of performing your work duties
- only be working away from home for a relatively short period or periods of time (not living away from home)
- not have incurred the expenses because of a choice you made about where to live
- have a permanent home at a location away from the work location to which you are travelling
- have paid the expenses yourself and not been reimbursed for them.

If you wish to claim meal, accommodation and incidental expenses you incurred when you travelled away overnight for work, see [Travel expenses](#) determine what evidence you need.

If your employer provided a car for you or your relatives' exclusive use (including under a salary sacrifice arrangement) and you or your relatives were entitled to use it for non-work purposes:

- you can't claim a deduction for work-related expenses for operating the car even if the expenses relate directly to your work, such as:
  - petrol
  - repairs
  - other maintenance
- you can claim expenses for a work-related use of the car, such as:
  - parking
  - bridge and road tolls.

Parking at or travelling to a regular workplace is not ordinarily considered to be a work-related use of the car.

For more information, see:

- [What happens if you no longer hold or use a depreciating asset?](#) which explains how a balancing adjustment may apply
- [Deductions you can claim](#)
- Travel deductions for employees, see draft [Taxation Ruling TR 2019/D7](#) *Income tax: when are deductions allowed for employees'*

*travel expenses?*

- shifting places of employment, see [Taxation Ruling TR 95/34](#)  
*Income tax: employees carrying out itinerant work - deductions, allowances and reimbursements for transport expenses.*
- for information on the reasonable allowance amounts, see [Taxation Determination TD 2019/11](#) together with [Taxation Ruling TR 2004/6](#).

## You can't claim

You can't claim normal trips between your home and your workplace, even if:

- you did minor work-related tasks at home or between home and your workplace
- you travelled between your home and workplace more than once a day
- you were on call
- there was no public transport near work
- you worked outside normal business hours
- your home was a place where you ran your own business and you travelled directly to a place of employment where you worked for somebody else.

## Do not show at this section

Do not show the following at this section:

- Expenses (apart from bridge and road tolls, and parking fees) relating to a car you owned, leased or hired under a hire purchase agreement where the expense is **not** related to motorcycles and vehicles with a carrying capacity of one tonne or more, or nine or more passengers, such as utility trucks and panel vans, go to [Work-related car expenses](#).
- Expenses you incurred in earning assessable foreign employment income **not** shown on an income statement or *PAYG payment summary – foreign employment*, go to [Foreign employment](#).
- For any balancing adjustment, show your:
  - losses at [Other work-related expenses](#)

- profits at [Other income](#).

Any balancing adjustment amounts calculated in the Depreciation and capital allowance tool will automatically show in myTax as outlined above.

## Completing this section

You must have written evidence for the whole of your claim.

We pre-fill your tax return with work-related travel expense information you uploaded from myDeductions. Check them, and add any work-related travel expenses that have not pre-filled.

To claim work-related travel expenses, you must first show income from [salary and wages](#) or [foreign employment income](#) in the Income statements and payment summaries section.

To personalise your return to show work-related travel expenses, at **Personalise return** select:

- You had deductions you want to claim.
- Work-related expenses.

To claim your work-related travel expenses, at **Prepare return** select 'Add/Edit' at the Deductions banner.

At the **Work-related travel expenses** banner:

1. For each work-related travel expense not pre-filled in your tax return, select **Add** and:
  - enter **Your description**. To assist in record keeping, add a short description of your expense.
  - enter the **Amount**.  
The **Depreciation and capital allowances tool** can help you to work out any decline in value deduction. It can also work out any deductible balancing adjustment when you show holding a depreciating asset. Access this tool in the **Deductions** section. Fields from this tool can't be adjusted in myTax. To make any adjustments, or to add new assets to the tool, select the 'Use the depreciation and capital allowances tool' link.

2. Select **Save**.

3. Select **Save and continue** when you have completed the **Deductions** section.

For more information, see:

- [Records you need to keep](#)
- [myDeductions](#) – record-keeping in the ATO app

QC 61989

## myTax 2020 Work-related clothing, laundry and dry-cleaning expenses

How to complete the work-related clothing expenses section of your return using myTax.

**Last updated** 1 June 2020

Complete this section if you incurred work-related clothing expenses such as:

- protective clothing
- uniforms
- occupation-specific clothing
- laundering and dry-cleaning of this clothing.

### Things to know

To claim a deduction for a work-related expense:

- 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 (usually a receipt).

If your total claim for work-related expenses is more than \$300, you must have written evidence to prove your claims.

## You can claim

You can claim the cost of a work uniform that is distinctive (such as one that has your employer's logo permanently attached) and must be:

- a **non-compulsory uniform** your employer has registered with AusIndustry (check with your employer if you are not sure)
- a **compulsory uniform** that is either a set of clothing or a single item identifying you as an employee of an organisation
  - there must be a policy enforcing its use
  - this may include shoes, stockings, socks and jumpers if they are an essential part of a distinctive, compulsory uniform and the colour, style and type are specified in your employer's policy.

You can also claim the cost of:

- clothing that is specific to your occupation, is not everyday in nature and allows the public to easily recognise your occupation – such as the checked pants a chef wears
- **protective clothing and footwear** that protects you from the risk of illness or injury or prevents damage to your ordinary clothes caused by your work or work environment. Items may include
  - fire-resistant clothing
  - sun protection clothing
  - safety-coloured vests
  - non-slip nurse's shoes
  - steel-capped boots
  - gloves
  - overalls
  - aprons
  - heavy duty shirts and trousers.

You can also claim the cost of renting, repairing and cleaning any of the above work-related clothing.

Claim at this section any work-related clothing expenses incurred in earning assessable foreign employment income shown on an income statement or *PAYG payment summary – foreign employment*.

## See also

- [What happens if you no longer hold or use a depreciating asset?](#) which explains how a balancing adjustment may apply
- [Deductions you can claim](#)

## You can't claim

You can't claim a deduction for the cost of purchasing or cleaning clothes you bought to wear for work that are not specific to your occupation, such as black trousers and a white shirt, or a suit, even if your employer says this is compulsory.

These items are conventional, not usually a specific type and not sufficiently distinctive or unique to your employer.

## Do not show at this section

Do not show the following at this section:

- The cost of protective equipment, such as hard hats and safety glasses, go to [Other work-related expenses](#).
- Expenses you incurred in earning assessable foreign employment income **not** shown on an income statement/*PAYG payment summary - foreign employment*, go to [Foreign employment](#).
- For any balancing adjustment, show your:
  - losses at [Other work-related expenses](#)
  - profits at [Other income](#).

If you used the Depreciation and capital allowance tool, any balancing adjustment amount will be automatically shown.

## Completing this section

You will need:

- receipts, invoices or other written evidence
- diary records of your laundry costs if
  - the amount of your laundry expenses claim is greater than \$150, and

- your total claim for work-related expenses exceeds \$300 – the \$300 does not include car and meal allowance, award transport payments allowance and travel allowance expenses.

If you did washing, drying or ironing yourself, you can use a reasonable basis to calculate the amount, such as \$1 per load for work-related clothing or 50 cents per load if other laundry items were included.

We pre-fill your tax return with work-related clothing, laundry and dry-cleaning expense information you uploaded from myDeductions. Check them, and add any work-related clothing, laundry and dry-cleaning expenses that have not pre-filled.

To claim work-related clothing, laundry and dry-cleaning expenses, you must first show income from [salary and wages](#) or [foreign employment income](#) in the Income statements and payment summaries section.

To personalise your return to show work-related clothing, laundry and dry-cleaning expenses, at **Personalise return** select:

- You had deductions you want to claim.
- Work-related expenses.

To claim your work-related clothing, laundry and dry-cleaning expenses, at **Prepare return** select 'Add/Edit' at the Deductions banner.

At the **Work-related clothing, laundry and dry-cleaning expenses** banner:

1. For each work-related clothing, laundry and dry-cleaning expense not pre-filled in your tax return, select **Add**.
2. Select the **Clothing type** and enter the amount.  
The **Depreciation and capital allowances tool** can help you to work out any decline in value deduction. It can also work out any deductible balancing adjustment when you stop holding a depreciating asset. Access this tool in the **Deductions** section. Fields from this tool can't be adjusted in myTax. To make any adjustments, or to add new assets to the tool, select the 'Use the depreciation and capital allowances tool' link.
3. Select **Save**.

4. Select **Save and continue** when you have completed the **Deductions** section.

#### See also

- [Records you need to keep](#)
- [myDeductions](#) – record-keeping in the ATO app

QC 61990

## myTax 2020 Work-related self-education expenses

How to complete the self-education expenses section of your return using myTax.

**Last updated** 28 October 2020

Complete this section to claim self-education expenses that:

- are related to your work as an employee
- you incur when you do a course to get a formal qualification from a school, college, university or other place of education.

### Things to know

To claim a deduction for a work-related expense:

- 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 (usually a receipt).

If your total claim for work-related expenses is more than \$300, you must have written evidence to prove your claims.

### When can you claim?

Self-education expenses are deductible when the course you undertake leads to a formal qualification and meets the following

conditions:

The course must have a sufficient connection to your current work activities as an employee and:

- maintain or improve the specific skill or knowledge required in your current work activities, or
- result in, or was likely to result in, an increase in income from your current work activities.

You **can't** claim a deduction for self-education expenses for a course that does not have a sufficient connection to your current work activities even though it:

- might be generally related to it, or
- enables you to get new employment.

If you meet the conditions, you can claim the following self-education expenses:

- your expenses such as
  - textbooks
  - stationery
  - student union fees
  - student services and amenities fees,
  - course fees
  - the decline in value of your computer (apportioned depending on private use and use for self-education)
- accommodation and meals (where course requirements require you to be away from home overnight)
- your tuition fees payable under:
  - [FEE-HELP](#)
  - [VET FEE-HELP](#)
  - [VET Student Loans](#)
- self-education expenses you paid with your [OS-HELP](#) loan
- expenses for your travel in either direction between

- your home and your place of education
- your workplace and place of education.

**Note:** Only the first leg of the trip is deductible – if you went from home to your place of education and then to work, or the other way around. However, you may be able to offset the cost of the last leg of your travel against the [\\$250 reduction](#).

Claim at this section any work-related self-education expenses incurred in earning assessable foreign employment income shown on an income statement or *PAYG payment summary – foreign employment*.

You may need to make a balancing adjustment if you no longer own or use an item costing over \$300, such as a computer, and you previously claimed a deduction for its decline in value. See [What happens if you no longer hold or use a depreciating asset?](#)

#### See also

- [Deductions you can claim](#)
- [Taxation Ruling TR 98/9](#) *Income tax: deductibility of self-education expenses incurred by an employee or a person in business.*

#### You can't claim

- Any deductions against government assistance payments, including Austudy, ABSTUDY and youth allowance.
- For contributions you, or the Australian Government, make under HECS-HELP or repayments you make under the:
  - Higher Education Loan Program (HELP)
  - Vocational Education and Training Student Loan (VSL)
  - Student Financial Supplement Scheme (SFSS)
  - Student Startup Loan (SSL) or
  - Trade Support Loans Program (TSL).

#### \$250 reduction

Self-education expenses are broken into [five categories](#). If all of your self-education expenses are 'category A' items then your deduction is reduced by \$250.

However, 'category E' items can be used to offset the \$250.

myTax works this out for you when you enter and save your expenses.

## Do not show at this section

Do not show the following at this section:

- Formal education courses provided by professional associations, seminars, education workshops or conferences connected to work, go to [Other work-related expenses](#).
- Expenses you incurred in earning assessable foreign employment income that is **not** shown on an income statement or *PAYG payment summary – foreign employment*, go to [Foreign employment](#).
- For any balancing adjustment, show your
  - losses at [Other work-related expenses](#)
  - profits at [Other income](#).

Any balancing adjustment amounts calculated in the Depreciation and capital allowance tool will be automatically shown as outlined above.

## Completing this section

To complete this section, you will need written evidence such as a diary, logbook or receipts.

We pre-fill your tax return with work-related self-education expense information you uploaded from myDeductions. Check them, and add any work-related self-education expenses that have not pre-filled.

To claim work-related self-education expenses, you must first show income from [salary and wages](#) or [foreign employment income](#) in the Income statements and payment summaries section.

To personalise your return to show work-related self-education expenses, at **Personalise return** select:

- You had deductions you want to claim
- Work-related expenses.

To claim your work-related self-education expenses, at **Prepare return** select 'Add/Edit' at the Deductions banner.

At the **Work-related self-education expenses** banner:

1. For each work-related self-education expense that has not been pre-filled in your tax return, select **Add**.
2. Select the **Self-education type** that best describes your circumstances at the time you incurred the expenses.
3. From the [five categories](#), select the **Category type** and
  - enter **Your description**. To assist in record keeping, add a short description of your expense.
  - for **General expenses, Repair expenses** and **Non-deductible expenses** enter your **Amount**.
  - for **Decline in value** enter your **Decline in value**, or use the **Depreciation and capital allowances tool**.

The **Depreciation and capital allowances tool** can help you to work out any decline in value. It can also work out any deductible balancing adjustment when you stop holding a depreciating asset. Access this tool when you add your work-related self-education expenses and select 'Decline in value'. Fields from this tool can't be adjusted in myTax. To make any adjustments, or to add new assets to the tool, select the 'Use the depreciating and capital allowances tool' link.
  - for **Car expenses** select the **Calculation method** you wish to use.

If you qualify to use both methods, you can use whichever method gives you the largest deduction or is most convenient. You can enter each in myTax to work this out. If you do, remember to delete the one you don't want to use.

For more information on car expenses calculation methods, see [Work-related car expenses](#).

- If you select the 'Cents per kilometre' method, enter the number of business kilometres you travelled.
- If you select the 'Logbook' method, enter the information into the corresponding fields. MyTax will calculate the total car expenses.

If you have calculated the decline in value of your car, enter the amount without any reduction for personal use. MyTax will multiply the decline in value you enter by the percentage of business use.


The **Depreciation and capital allowances tool** can help you to work out any decline in value deduction. It can also work out any deductible balancing adjustment when you stop holding a depreciating asset. Access this tool when you add your work-related self-education expenses and select the 'Logbook' method.

If you used the Depreciation and capital allowances tool to work out the decline in value, the calculated amount will automatically exclude the personal use percentage. To display results from the tool you must select the logbook method.

Fields from this tool can't be adjusted in myTax. To make any adjustments, or to add new assets to the tool, select the 'Use the depreciation and capital allowances tool' link.


4. Select **Save** – myTax will work out the total amount you can claim.

When working out what you can claim, certain costs are reduced by \$250.

If you would like to see how this is worked out, see the [Self-education expenses – calculated total \(XLSX, 101KB\)](#)  calculator.

5. Select **Save and continue** when you have completed the **Deductions** section.

**Watch:** This video shows how to use the Depreciation and capital allowances tool.

**Media:** How to use the Depreciation and capital allowance tool <http://tv.ato.gov.au/ato-tv/media?v=bd1bdiuboi7hki>  (**Duration:** 3:56)

You can watch [How to use the Depreciation and capital allowance tool](#)  in full screen on atoTV.

#### See also

- [Records you need to keep](#)
- [myDeductions](#) – record-keeping in the ATO app
- [Guide to depreciating assets](#)

## Further information

## Five categories

The following table show five categories of expenses, the **Category type** from myTax and the types of self-education expenses to include in each.

### Self-education expense categories

Row	Category type	Category description
<b>A</b>	<b>General expenses</b> and <b>Car expenses (Logbook method)</b>	Deductible general expenses including textbooks, stationery, student union fees, student services and amenities fees, course fees and public transport fares. (Do not include contributions you made under HECS-HELP or repayments under HELP, VSL, SFSS, SSL or TSL.)  Also includes car expenses worked out under the 'Logbook' method related to your self-education. Add 'Decline in value' amounts to Category B.)
<b>B</b>	<b>Decline in value</b> and <b>Car expenses decline in value (Logbook method)</b>	Deductions for the decline in value of depreciating assets used for self-education, including computers.  Also includes 'Decline in value' amounts for car expenses worked out under the Logbook method related to your self-education.
<b>C</b>	<b>Repair expenses</b>	Expenses for repairs to items of equipment used for self-education.
<b>D</b>	<b>Car expenses</b> where Calculation method is ' <b>Cents per kilometre</b> '	Car expenses related to your self-education for which you are claiming deductions under the 'Cents per kilometre' method.

		If you have included deductions for the decline in value of or repairs to your car under <b>Category type</b> 'Decline in value' or 'Repair expenses', you can't claim car expenses under this category.
<b>E</b>	<b>Non-deductible expenses</b>	<p>Expenses you have incurred but can't use as a deduction – for example:</p> <ul style="list-style-type: none"> <li>• travel expenses for the last leg of your travel if you went from home to your place of education and then to work, or the other way around</li> <li>• childcare costs related to attendance at lectures or other self-education activities</li> <li>• capital costs of items acquired in the financial year and used for self-education purposes, such as a computer or desk.</li> </ul> <p>(Do not include contributions you made under HECS-HELP or repayments under HELP, VSL, SFSS, SSL or TSL.)</p>

## Glossary

FEE-HELP provides assistance to eligible fee-paying students, who are not supported by the Commonwealth, to pay tuition fees.

VET FEE-HELP provides assistance to eligible full-fee paying students doing vocational education and training (VET) accredited courses with an approved VET provider.

VET Student Loans provide assistance to eligible full-fee paying students doing vocational education and training (VET) accredited courses with an approved VET provider.

OS-HELP is a loan to cover expenses for eligible Commonwealth supported students who wish to study overseas towards their

Australian higher education award.

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## myTax 2020 Other work-related expenses

How to claim other work-related expense deductions when you lodge your return using myTax.

**Last updated** 10 July 2020

Complete this section if you incurred any other work-related expenses as an employee and have not already claimed anywhere else on your tax return.

### Things to know

To claim a deduction for a work-related expense:

- 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 (usually a receipt).

If your total claim for work-related expenses is more than \$300, you must have written evidence to prove your claims.

### You can claim

Other work-related expenses include:

- union fees and subscriptions to trade, business or professional associations
- overtime meal expenses, provided that
  - you received a genuine overtime meal allowance from your employer that was paid under an industrial law, award or agreement  
(An amount for overtime meals that has been included as part of

your normal salary and wages – for example, under a workplace agreement – is not an overtime meal allowance.)

- you purchased and consumed a meal during your overtime
- you have included the amount of the meal allowance as income at [Salary, wages, allowances, tips, bonuses](#), and
- if your claim was more than \$31.25 per meal, you have written evidence such as receipts that shows the cost of the meals.
- professional seminars, courses, conferences and workshops
- reference books, technical journals and trade magazines
- the work-related portion of tools and equipment and professional libraries.
  - you may be able to claim an immediate deduction for an item that cost \$300 or less
  - otherwise, claim a deduction for the decline in value of an item over its effective life. See [Guide to depreciating assets](#)
- the work-related portion of items that protect you from the risk of injury or illness posed by your work or your work environment, such as hard hats, safety glasses, sunscreens and other protective items due to COVID-19. See [Protective items, equipment and products](#)
- the work-related portion of the following costs
  - interest on money borrowed to buy a computer
  - repair costs for the computer
  - the decline in value of
    - the computer
    - your home office furniture and fittings
  - internet access charges
  - phone calls
  - phone rental if you can show you were on call or were regularly required to phone your employer or clients while away from your workplace
  - additional running expenses incurred as a result of working from home.

Claim at this section any work-related expenses incurred in earning assessable foreign employment income shown on an income statement or *PAYG payment summary – foreign employment* provided you have not already claimed the expense at another section.

You may need to make a balancing adjustment if you no longer own or use an item costing over \$300 and you previously claimed a deduction for its decline in value. See [What happens if you no longer hold or use a depreciating asset?](#)

## Home office expenses

### For the period 1 March 2020 to 30 June 2020

- There are three ways you can choose to calculate your deduction for home office expenses
  - [shortcut method](#) (new due to COVID-19)
  - [fixed rate method](#)
  - [actual cost method](#)

### For the period 1 July 2019 to 29 February 2020

- There are two ways you can choose to calculate your deduction for home office expenses
  - [fixed rate method](#)
  - [actual cost method](#)

You may choose to use:

- the fixed rate or actual cost method for the period 1 July 2019 to 29 February 2020, and then
- the shortcut method for the period 1 March to 30 June 2020.

To work out your claim, use the [Home office expenses calculators](#) .

### Shortcut method

Claim a rate of 80 cents per hour for each hour you work from home during the period 1 March to 30 June 2020. Anyone working from home in this period can use this shortcut method. The shortcut method can be used by multiple people working from home in the same house.

You can choose to use this rate if you:

- worked from home to fulfil your employment duties and not just carrying out minimal tasks such as occasionally checking emails or taking calls
- incurred additional deductible running expenses as a result of working from home.

The shortcut method covers all your work from home expenses such as:

- phone expenses
- internet expenses
- the decline in value of equipment and furniture
- electricity and gas for heating, cooling and lighting.

If you use this method, you can't claim any other expenses for working from home.

You don't need to have a dedicated work area to use this method.

You must keep a record of the number of hours you have worked from home. This could be a timesheet, roster, a diary or documents that set out the hours you worked from home.

### **Fixed rate method**

Claim all of these:

- a rate of 52 cents per work hour for heating, cooling, lighting, cleaning and the decline in value of office furniture
- the work-related portion of your actual costs of phone and internet expenses, computer consumables, stationery
- the work-related portion of the decline in value of a computer, laptop or similar device.

To learn more, visit [fixed rate method](#).

### **Actual cost method**

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

To learn more, visit [actual cost method](#).

**See also**

- [Deductions you can claim](#)
- [Home office expenses](#)
- [Taxation Ruling TR 93/30](#) *Income tax: deductions for home office expenses*
- [Taxation Ruling TR 2003/16](#) *Income tax: deductibility of protective items*
- [Taxation Ruling TR 2004/6](#) *Income tax: substantiation exception for reasonable travel and overtime meal allowance expenses*
- [Law Administration Practice Statement PS LA 2001/6](#) *Home office and electronic device expenses*
- [Law Administration Practice Statement PS LA 2005/7](#) *Substantiating an individual's work- related expenses.*

## You can't claim

You can't claim a deduction for:

- the cost of entertainment, fines and penalties
- private expenses, such as child care expenses and fees paid to social clubs
- coffee, tea, milk and other general household items your employer may otherwise have provided you with 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
- the decline in value of items primarily for use in your employment if the item was provided to you by your employer, or some or all of the cost of the item was paid or reimbursed by your employer, and the benefit was exempt from fringe benefits tax. Items include laptops, portable printers, personal digital assistants, calculators, mobile phones, computer software, protective clothing, briefcases and tools of trade.

Generally, you can't claim a deduction for occupancy expenses such as rent, rates, mortgage interest and insurance.

## Do not show at this section

Do not show the following at this section:

- Expenses you incurred in earning assessable foreign employment income **not** shown on an income statement or *PAYG payment summary – foreign employment*, go to [Foreign employment](#).
- Any balancing adjustment profit, go to [Other income](#). Any balancing adjustment profit calculated in the Depreciation and capital allowances tool shows automatically at Other income.
- Expenses you incurred for protective clothing and footwear, go to [Work-related uniform, occupation specific or protective clothing](#).

## Completing this section

You may need:

- statements from your bank, building society or credit union
- receipts, invoices or written evidence from your supplier or association
- other written evidence.

We:

- pre-fill your tax return with other work-related expense information you uploaded from myDeductions
- show your union and professional fees from the **Income statements and payment summaries** section.

Check them and add any other work-related expenses that have not pre-filled.

To claim other work-related expenses, you must first show income from [salary and wages](#) or [foreign employment income](#) in the Income statements and payment summaries section.

To personalise your return to show other work-related expenses, at **Personalise return** select:

- You have deductions you want to claim.
- Work-related expenses.

To show your other work-related expenses, at **Prepare return** select 'Add/Edit' at the Deductions banner.

At the **Other work-related expenses** banner:


1. For each other work-related expense not pre-filled in your tax return, select **Add**, and
  - Enter **Your description**. To assist in record keeping, add a short description of your expense.  
If you're using the new shortcut method to claim a deduction for home office expenses, include '**COVID-hourly rate**' in your description.
  - Enter the **Amount**.  
If you're using the new shortcut method to claim a deduction for home office expenses, include the dollar amount (not the number of hours you are claiming for).

The **Depreciation and capital allowances tool** can help you to work out any decline in value. It can also work out any deductible balancing adjustment when you stop holding a depreciating asset. Access this tool when you add your other work-related expenses.

Fields from this tool can't be adjusted in myTax. To make any adjustments, or to add new assets to the tool, select 'Use the depreciation and capital allowances tool' link.

2. Select **Save**.
3. Select **Save and continue** when you have completed the **Deductions** section.

**Watch:** The following video shows you how to use the Depreciation and capital allowances tool.

**Media:** How to use the Depreciation and capital allowance tool  
<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiuboi7hki>  (Duration: 3:56)

You can watch [How to use the Depreciation and capital allowance tool](#)  in full screen on atoTV.

#### **See also**

- [Records you need to keep](#)
- [myDeductions](#) – record-keeping in the ATO app
- [Guide to depreciating assets](#)

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If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

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