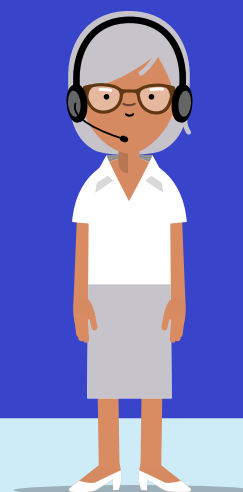




Australian Government  
Australian Taxation Office

# If you work in sales and marketing 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.

\* 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'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.
- ✔ **You can claim** the cost of using a car you own when you drive:
  - directly between separate jobs on the same day
  - to and from an alternate workplace for the same employer on the same day.
- ✔ In limited circumstances, **you can claim** the cost of trips between home and work, where you:
  - have shifting places of employment (that is, you have no fixed place of work and you continually travel from one work site to another throughout your workday)
  - carry bulky tools or equipment for work and all of the following apply
    - the tools or equipment are essential for you to perform your employment duties and you don't carry them merely as a matter of choice

- the tools or equipment were bulky – meaning 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 was 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 to calculate your deduction.

If you use the logbook method, you need to keep a valid logbook to work out 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, servicing, and insurance costs.

## 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.

## 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 to buy, hire, repair or clean conventional clothing you wear for work, even if your employer requires you to wear it and you only wear these items of clothing at work. 'Conventional clothing' is everyday clothing worn by people – for example, business attire.
- ✔ **You can claim** the cost to buy, hire, repair or clean clothing if it is:
  - a compulsory uniform – clothing you are explicitly required to wear 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.

## Tools and equipment expenses



- ✔ **You can claim** the cost of tools and equipment you use for work, including repairs and insurance.

If a tool or equipment costs:

- more than \$300 – you claim a deduction for the cost over a number of years (decline in value)
  - \$300 or less (and doesn't form part of a set that costs more than \$300) – 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.

## Working from home expenses



- ✔ If you work from home, **you can claim** a deduction for expenses you incur that relate to your work. You must:
  - use one of the methods set out by us to calculate your deduction
  - keep the correct records for the method you use.
- ✘ **You can't claim:**
  - coffee, tea, milk and other general household items, even if your employer provides these at work
  - items your employer provides – for example, a laptop or a phone
  - any items where your employer pays for or reimburses you for the expense.

## 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 use
  - union and professional association fees.
- ✘ **You can't claim** a deduction if the cost was met or reimbursed by your employer.



**This is a general summary only.**

For more information, go to [ato.gov.au/sales](https://ato.gov.au/sales) or speak to a registered tax professional.

