

Office Worker



Do you work in an office? You should know what you can claim, as well as what you cannot. Here are all the details you need



Office workers are entitled to deduction claims provided that the expenses meet the following requirements:

- ✓ You paid for a work-related expense without getting reimbursed.
- ✓ You used your own money to make the purchase relating to work.
- ✓ The item or expense directly affects how you earn your income.
- ✓ You have a receipt that proves you made the purchase.

✗ Purchases for personal use will not be claimable

Car Expenses

Office workers can claim deductions for driving to and from work provided that the expenses match the following criteria:

- ✓ Driving from two or more separate jobs in one day, such as from the office to another job such as a hairdresser, musician, or another occupation
- ✓ Driving to and from another workplace for the same company in one day, such as going to the office and then to another location for a meeting, as required by the same employer

Driving from work to home is not included as part of the deduction claims. However, office workers may be eligible for work-to-home (and vice versa) car expenses if there a piece of equipment should be transported as required by the employer. The equipment should be specific to the job, and no storage space should be available to keep it. Therefore, there is no other choice but to send it to the employee's home.

Self-Education Expenses

You can claim it if:

- ✓ You enrol a course that can help you with your job. For instance, you are aspiring to be a manager. Therefore, you train for human resources, which can improve your standing in the office.
- ✓ The course or programme is related to your current job and position.

✗ No claims will be honoured if the course is to acquire a new set of skills unrelated to being an office worker.

Home Office Expenses

Claim deductions for a percentage of the running costs of the following if you work from home:

- ✓ Office equipment
- ✓ Phone calls relating to work
- ✓ Internet fees
- ✓ Heating and cooling expenses
- ✓ Lighting charges

✗ Rent, insurance, and mortgage are not included in the home office claims.

Travel Expenses

Travel expense deductions only include the following:

- ✓ You have been asked to travel overnight for your job, such as going to another office location.
- ✓ You should have incurred expenses as you perform your job duties.
- ✓ You can claim deductions for your meals, accommodation, and transportation.
- ✓ Your employer did not reimburse you after you have paid for the trip.

If you receive a travel allowance from your employer, you are not entitled to a deduction unless you can prove that you have spent the money from your own pocket.

Clothing Expenses

- ✓ Deductions are awarded when buying, renting, cleaning, and repairing uniforms with labels or company logo. An exception is protective clothing.

✗ Plain clothing expenses are not honoured, even those you wear to work.

Others

If you have any expenses relating to work, it is possible that you can claim a deduction in your taxes. Examples include attending seminars and paying for professional publications.

