

The key is to determining which among the expenses can be claimed for a deduction. Here are the clues:

- ✓ You spent the money on your own
- /You were not reimbursed
- The item or service you paid for affects how you earn your income directly
- You have a record of the transaction

Self-Education Expenses

- Claimable deductions on self-education expenses are those that you spent on a study or course that directly impacts your current job. For instance, you take up a course on customer service.
- X However, you cannot claim on education that will help you get another job in another industry. Courses that are linked to your current work in a general way do not count as well. One example is a health and wellbeing course.

Meal Expenses

Overtime meals can be claimed as long as they meet the following requirements:

- √ You had a meal break while working overtime
- √ Your employer gives you an allowance for meals whenever you work overtime to meet an industrial law. It may also be due to an agreement or award.
- ∠ Deductions, however, cannot be claimed for meals on a regular working day. They will always be viewed as private expenses.

Other Expenses

If the expense relates to your job and how you earn your income, it can be claimed. Some examples are:

- Expenses when attending seminars
- Subscription for publications, both technical and professional
- ✓ Union association fees
- ✓ If you use your phone to call or text for work, you can also get a tax deduction for the expense incurred.

Clothing Expenses

You can claim the following for your work uniform:

- ✓ Buying
- ✓ Renting
- √ Cleaning
- ✓ Mending

Uniforms should be particular to work. They can have a logo or anything that makes the clothing distinct to your job. Personal protective equipment, including gloves and eye protection, can be claimed as well.

However, you cannot claim deductions for the following:

- ★Wearing plain clothing at work, including buying, renting, or cleaning
- XPlain clothing that the employer allows or instructs you to wear for an event or even on a typical workday. For example, black pants and a white shirt.
- XClothing that the store where you work sells

Car Expenses

Claimable deductions include:

- Driving from one job to another, such as going to a restaurant where you work as a waiter
- Driving to and from another workplace under the same employer on the same day, such as different retail stores under one company
- ★The costs of trips from home to work and vice versa, however, cannot be claimed. The distance does not matter, so you can live far away but still not get any deduction for it. Working outside your regular hours cannot be claimed either, including weekend shifts.

Grooming Expenses

X All grooming expenses are not claimable, including make-up, hair products, skincare products, and hairdressing services. Employers may tell you to be presentable and wear make-up for work. However, you cannot claim these expenses since they are considered personal expenses.

