

The following can help you determine which are claimable:

- ✓ You spent money on work-related items
- ✓ You paid for the purchase from your own pocket
- √ The items directly affect how you earn your income
- ✓ You still have the proof of transaction
- X You cannot claim a deduction if the expense is for personal use. To understand much easier, here is a breakdown of what you can request for a tax write-off:

Car Expenses

Deductions are applicable to the following:

- ✓ If you drive to another workplace on the same day, you can get a deduction for your expenses. The jobs do not have to be in the same field. For instance, you can be a nurse but also a waitress.
- √ Your employer may ask you to go to another worksite. If costs are incurred, and you were not reimbursed, you can claim a deduction.

Exceptions include:

- X Driving from home to the workplace
- X Lengthy travel time
- ★ Working outside normal business hours, including holidays
- ✓ If you were asked to take a bulky piece of equipment, you could get a deduction. You should prove, though, that your employer did request for the item to be moved to your house. Plus, the equipment should be related to your income-earning capacity. It should also be at least 20kg or difficult to move.

Phone and Internet Expenses

Claiming a deduction on your phone expenses should be easy. As long as it is work-related, whether it is for your Internet or phone call bills, you may be entitled to a refund.

Clothing Expenses

Deductions that you can claim include:

- ✓ Buying or hiring clothing, specifically uniforms
- ✓ Cleaning, repairing, and other maintenance for the uniform
- Buying clothing as required by the employer. It should be distinct to your work

Deductions do not apply to the following:

- XCleaning plain clothes, even those worn at work
- X Mending and buying regular clothing
- Employers may tell you what to wear. Even so, if the garment is not considered as a uniform, deductions will not be applicable.

Self-Education Expenses

- If you have recently joined a seminar, course, or anything else, you can claim a deduction. The requirement though, is that the activity should help you improve on your job performance. It should not help you get another job – even in the same industry.
- X For instance, carers cannot claim a deduction if they study to become a registered nurse.

Other Expenses

Anything that you have bought or paid for can be deducted from your tax. To give you an idea, the claimable items include:

- // Calculators
- Subscription to technical or professional journals
- Union and professional association fees
- / Commissions
- Practising certificate charges

If you were not reimbursed after paying the mentioned items above with your own money, you could easily claim a deduction.

