

*If you want to be successful, it's just this simple: Know what you're doing. Love what you're doing. And believe in what you're doing.*

----- Will Rogers

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## Work related travel and self education expenses

### Travel expenses

You can claim travel expenses directly connected with your work. If your travel was partly private and partly for work, you can claim only the part that related to work. Travel expenses you may be able to claim include meals, accommodation and incidental expenses you incurred while away overnight for work – for example, going to an interstate work conference. Generally, if your travel did not involve an overnight stay, you cannot claim meals even if you received a travel allowance.

Other travel expenses you may be able to claim include:

- air, bus, train, tram and taxi fares
- bridge and road tolls
- parking, or
- car hire fees.

You cannot claim the cost of normal trips between your home and your workplace as that travel is private.

You can claim for the cost of trips undertaken between your home and your workplace if:

- you used your vehicle or had other travel expenses because you had to carry bulky tools or equipment that you used for your work and could not leave at your workplace – for example, an extension ladder or cello
- your home was a base of employment – you started your work at home and travelled to a workplace to continue the work, or
- you had shifting places of employment – you regularly worked at more than one site each day before returning home.
- Traveling directly between two separate places of employment – for example, when you have a second job.
- Traveling from your normal workplace to a client's premises.

### Self-education expenses

Self-education expenses are expenses related to a course of education provided by a school, college, university or other place of education. You must have undertaken the course to gain a formal qualification for use in carrying on a profession, business or trade or in the course of employment. You can only claim self-education expenses that related to your work as an employee at the time you were studying.

You cannot claim deductions for the following expenses:

- If your self-education was to help you get a new job or commence a new income-earning activity
- self-education expenses that you incurred if the only income you received was from youth allowance, austudy, ABSTUDY or similar schemes providing payments in the nature of financial assistance.
- self-education expenses for a contribution amount paid to an education provider by you or by the Australian Government under HECS-HELP
- the repayments you made, whether compulsory or voluntary, on debts you have under the following student loan schemes:
  - Student Financial Supplement Scheme (SFSS)
  - Higher Education Loan Programme (HELP)