



Take full advantage
PACK FACT
INCOME RELATED EXPENSES

You can achieve significant savings from Salary Packaging Income Related Expenses.

Income Related Expenses are generally incurred while performing your job. For example, you may be able to claim your Telephone Rental if you can prove you are 'on call' or are required to contact clients when you are away from the workplace.

An Income Related Expense would not be the cost of normal travel to and from work, or buying lunch as these are private expenses.

Income Related Expenses may include:

- Self Education or Professional Expenses
- Investment Loan Interest
- Work Related Travel Expenses
- Income Protection Insurance
- Financial Consulting
- Home Office Expenses
- Professional Subscriptions and Memberships
- Professional Indemnity Insurance

(Please refer to your Employers Salary Packaging Agreement for a full list of expenses you are entitled to package).

Claiming a Work Related Expense:

To claim a Work Related Expense, there are some things you need to consider:

- a. You must have incurred the expense in course of earning your assessable income (salary)
- b. You must substantiate your claims with receipts or proof of purchase

For Example:

- If your package includes **Home Office Expenses**, you can claim the running expenses of your Home Office if you carry part or all of your employment activities at home. For example, You can claim the cost of telephone calls made from your Home Office to clients or customers, or for any work related purpose. To substantiate your claim, all you need to do is provide copies of your Telephone Statement highlighting the calls related to work
- Or, if your package includes **Self-Education Expenses**, you can claim course fees for programmes intended to provide you with qualifications for use in your employment. Other work related study items such as textbooks, course, stationery (pens, pencils etc), photocopying etc can also be included. To substantiate your claim, all you will need to do is provide copies of your receipts.

Under a Salary Packaging arrangement, you will not only benefit from the tax savings as all benefits are paid from your pre-tax salary, but you will also benefit from the extra cash flow at the time of payment!

DISCLAIMER

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