

What Home Office Expenses are Allowed?

To claim working-from-home expenses, you must:

- Be working from home to fulfil your employment duties, not just carrying out minimal tasks, such as occasionally checking emails or taking calls.
- Incur additional running expenses as a result of working from home.

Where you incur running expenses for both private and work purposes, you need to apportion your deduction. You can only claim the work-related.

You must use one of the methods to calculate your deduction for working-from-home expenses.

From 1 July 2022, there are two methods available to calculate your claim:

Fixed Rate Method

- An amount per work hour for additional running expenses.
- Separate amounts for expenses not covered by the revised fixed rate, such as the decline in value of depreciating assets.
- You no longer need a dedicated home office.

The revised fixed rate method allows you to claim 67 cents per hour you work from home for the below expenses.

Expenses included in the revised fixed rate are:

- Data and Internet
- Mobile and home phone usage
- Electricity and gas
- Computer consumables (e.g. printer ink)
- Stationery

You can't claim a separate deduction for expenses the revised fixed rate includes.

You can claim a separate deduction for:

- The decline in value of assets used while working from home, such as computers and office furniture
- The repairs and maintenance of these assets
- Cleaning (only if you have a dedicated home office)



Actual Cost Method

The actual cost method allows you to claim a deduction for the actual expenses you incur as a result of working from home.

You may be able to claim a deduction for each of the expenses you incur, such as:

- Data and Internet
- Mobile and home phone usage
- Electricity and gas
- Computer consumables (e.g. printer ink)
- Stationery
- The decline in value of assets used while working from home, such as computers and office furniture, as well as any maintenance and repairs of these items.
- Cleaning (only if you have a dedicated home office)

The actual cost method requires detailed calculations and records. For example, you will need to know and have records of the cost per unit of electricity and average units used per hour. See the substantiation diary [here](#). The Steps to substantiate usage require a logbook on when personal versus business usage applies.

These points do not include running a business from your home; claiming home costs for business requires specific advice. If this is required, please contact this office.

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