

# Checklist for Teachers & Education Professionals



## You Can Claim:

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- Self-education (only if directly related to current role – not career upgrades)
- Home office costs (equipment depreciation, phone, internet, power)
- Tech gear (laptops, printers, tablets – depreciate if over \$300)
- Car travel:
  - Between separate jobs on the same day
  - To alternate worksites (e.g., different schools)
  - Only from home if carrying bulky gear (e.g. 20 kg+ of sports equipment, no storage available)
- Phone & internet (portion related to work use)
- Excursions & camps (if paid out of pocket and required for work)
- First aid, conferences & seminars (work-related)
- Protective gear (sunhats, sunnies, sunscreen used on duty)
- Teaching aids & professional publications
- Union or professional association fees

## You Cannot Claim:

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- Study for a new role (e.g., moving from aide to teacher)
- Rent, mortgage, or home insurance
- Daily home-to-work travel (no matter how far or early)
- Gifts for students (sweet, but not deductible)
- Paying for students' expenses (books, meals, etc.)
- Doctor visits
- Uber eats

## Record-Keeping Essentials:

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- Save receipts, invoices, and bank statements
- Maintain a logbook or diary of work-related car travel (when, where, why)
- Digital copies are A-OK — just make sure details are readable



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