

Guide to Adding Expenses

When you login to the OAM you will see the 'Expenses, Travel & Subsistence' tab on the left hand side of the screen. Here you can add all your work related expenses such as training courses, subsistence and overnight expenses during training and out of base work, uniforms, mobile phone costs, internet expenses, headsets, flight bags, mandatory medical exams etc.

You should use the Travel tab to calculate overnight and subsistence expenses by putting in the dates and selecting the location of the training course or out of base posting: a rate will be automatically calculated based on the location. If you drove to and from the course/away base you can enter in the total mileage (in kilometres) and the engine size and you will get a petrol allowance calculated for you. If you travelled by public transport you can input fares for buses, trains, or flights etc. using the standard 'Add Expense' tab, and you should enter in the exact cost of these.

All receipts can be uploaded into the 'Your documents/receipts' section of the OAM, or else they must be kept in hard copy by you. A copy of your CAE invoice will be sent to us and we will upload this for you if you don't get around to it yourself. For the purpose of claiming subsistence for training courses or out of base assignments you should keep a copy of the relevant roster to prove to Revenue that you were there.

If you look at the FAQ's section under 'Expenses Knowledge' you will find a lot of information about what can be claimed for, and there are also Video Demo's showing how to upload expenses. We would highly recommend having a look through these.

If you have any issues at all don't hesitate to get in touch.

OCA Team

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Main Expenses Allowable

- CAE Type Rating Invoice
- Subsistence and Overnight Expenses for training courses & cost of travel to courses
- Uniform and Flight Bag
- Headset
- Mandatory Medicals
- Interest on loan for type rating
- Mobile Phone and Internet costs
- 20% of rent as office expense (only if renting – mortgage payments cannot be claimed)
- Relocation expenses - 3 months' rent in full & 2 weeks subsistence in new base
- Subsistence, overnight and travel for out of base work (must upload roster as proof)
- Daily subsistence (worked out by uploading your roster into Rosterbuster)
- Stationary/Office supplies