

EMPLOYMENT EXPENSES

(Please provide signed T2200 - *Declaration of Employment Conditions* from your employer)

Name: _____

Tax Year: _____

General Expenses

Total for the Year \$

Office
 Rent
 Telephone
 Travel
 Other: _____

Vehicle Expenses

Fuel
 Insurance
 Interest on Vehicle Loan
 Lease (if vehicle not owned)
 Licence and Registration
 Parking
 Repairs and Maintenance
 Other: _____

For Commission Employees Only

Accounting & Legal Fees
 Advertising
 Meals and Entertainment
 Office Equipment Rental
 Training
 Other: _____

Total Expenses for the Year

D

Kilometers Driven for Employment **A**
 Total Kilometers Driven for the Year **B**

Employment Use Percentage $A \div B \times 100\% = C$

Employment Expenses Claim Amount $D \times C = E$

** While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.*