



EMPLOYMENT EXPENSES

PLEASE ATTACH A COPY OF THE T 2200 RECEIVED FROM YOUR EMPLOYER

TYPE OF EMPLOYMENT INCOME (*i.e. commission or salary*): _____

Accounting and legal fees	
Advertising and promotion	
Automobile expenses (per Schedule A)	
Meals and entertainment (total)	
Lodging	
Parking	
Supplies (postage, stationery, other office supplies)	
Tools	
Rent/Office in Home (per Schedule B)	
Other	

Schedule A - Automobile Expenses

Number of kilometers driven in the year to earn employment income _____

Total number of kilometers driven in the year _____

A log indicating the date, distance and the reason for the kilometers driven should be maintained.

The Canada Revenue Agency is becoming increasingly insistent on supporting documentation or evidence of kilometers driven. A percentage estimate will not be acceptable for audit purposes.

Vehicle expenses:

Fuel	
Maintenance and repairs	
Insurance	
License and registration	
Parking	
Other	

For vehicles purchased in the year, a copy of the purchase agreement.

If you have a loan for the car,

- the amount of interest paid on the loan throughout the year \$ _____
- or loan amount \$ _____ and rate of interest _____.

For leased vehicles,

- the amount of the monthly lease payment \$ _____,
- the manufacturers suggested list price of the vehicle \$ _____,
- and the amount of any deposit \$ _____ made against the lease.

Schedule B - Home Office

Individuals that maintain an office in their home for employment purposes can deduct a portion of the expenses incurred to maintain the home. The percentage that may be claimed is based on how much space the office uses in the home.

Office Area: (Square feet or number of rooms)

Total Living Area: (Square feet or number of rooms)

Home expenses:

Heat	
Electricity	
Water	
Maintenance	
Insurance (commissioned employees only)	
Property Taxes (commissioned employees only)	
Other	