

## EMPLOYMENT EXPENSES

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**PLEASE ATTACH A COPY OF THE T2200 YOU HAVE RECEIVED FROM YOUR EMPLOYER**

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

Accounting and/or legal fees	
Advertising, marketing, or promotion expenses	
Automobile or vehicle expenses ( <b>refer to Schedule A</b> )	
Total cost of meals and entertainment	
Lodging expenses	
Parking costs	
Office supplies (including postage, computer supplies, etc.)	
Tools	
Rent or Home Office ( <b>refer to Schedule B</b> )	
Other applicable expenses	

## Schedule A - Automobile Expenses

Number of kilometers driven in the year to earn employment income \_\_\_\_\_

Total number of kilometers driven in the year \_\_\_\_\_

The Canada Revenue Agency (CRA) is increasingly reliant on supporting documentation, evidence, or records of any kilometers driven for employment purposes. The organization will not accept a percentage estimate in the event of an audit. Therefore, it is important for individuals to maintain an active log indicating the date, distance, and reason for the kilometers driven.

### VEHICLE/AUTOMOBILE EXPENSES

Fuel	
Maintenance and repairs	
Insurance	
License and registration	
Parking	
Other	

If you have purchased a vehicle within the year, please provide a copy of the purchase agreement with this document. If you currently have a loan for your vehicle, please provide:

- The amount of interest paid on the loan throughout the year \$ \_\_\_\_\_
- OR loan amount \$ \_\_\_\_\_ and rate of interest \_\_\_\_\_.

For individuals who currently possess leased vehicles, please provide the following:

- The amount of the monthly lease payment \$ \_\_\_\_\_,
- The manufacturer's suggested list price of the vehicle \$ \_\_\_\_\_,
- And the amount of any deposit \$ \_\_\_\_\_ made against the lease.

## Schedule B - Home Office

Individuals who work from a home office located within their residence are permitted to deduct a certain portion of the expenses they have incurred for the purposes of maintaining their home. The percentage an individual is permitted to claim is determined by the amount of space the office occupies within the home.

Office Area: (Square feet of the office, or number of rooms) \_\_\_\_\_

Total Living Area: (Square feet of living space, or number of rooms) \_\_\_\_\_

### HOME EXPENSES:

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