

**Jonathan Audette**  
**Professional Corporation**  


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**Chartered Professional Accountant**

**Employment Expenses Worksheet**

Name: \_\_\_\_\_

Year: \_\_\_\_\_

If employer registered for HST, employer's number: \_\_\_\_\_

**A copy of form T2200 signed by your employer must be attached.**

Note: expenses must also be required to be paid by you in your employment contract.

<b>Salary and commissioned employees</b>	<b>Total expense</b>	<b>Employment portion</b>
Accounting and legal fees		
Advertising		
Food and beverages (50% employment portion)		
Lodging		
Parking		
Supplies (for example postage, stationary, other office)		
Motor vehicle expenses (page 2)		
Home office expenses:		
Electricity ( ___% employment portion)		
Water ( ___% employment portion)		
Maintenance ( ___% employment portion)		
Trades person's tools		
Apprentice mechanic tools		
Musical instrument		
Artists' employment expenses		
Other:		
_____		
_____		
_____		

**Commissioned employees only**

Advertising and promotion		
Entertainment (50% employment portion)		
Home office expenses:		
Insurance ( ___% employment portion)		
Property taxes ( ___% employment portion)		

<b>Total</b>		
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**Home office**

Area of home used for employment (sq. ft.)		A
Total area of home (sq. ft.)		B
Employment portion of home office		% A/B

## Motor Vehicle Expenses

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**Vehicle information**

Year, make and model: \_\_\_\_\_

If new vehicle purchased or leased during the year attach copy of purchase or lease agreement.

Employment KM driven in the year		A
Total KM driven in the year		B
Employment portion		% A/B

Motor vehicle expenses	Total expense	Employment portion
Fuel		
Maintenance and repairs		
Insurance		
License		
Vehicle loan interest		
Vehicle lease cost		
Other: _____		
_____		
<b>Total</b>		