

## 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.

Salary and commissioned employees	Total expense	Employment portion
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)		
Heat ( ___% employment portion)		
Water ( ___% employment portion)		
Maintenance ( ___% employment portion)		
Internet ( ___% 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>		