

EMPLOYMENT EXPENSE WORKSHEET

If you are required by your employer to pay for your own expenses, please provide a copy of your T2200 and or T2200s Declaration of Conditions of Employment (signed by your employer) along with the information below.

Your name: _____

Business name: _____

Expenses	
Advertising and promotion*	
Accounting and legal*	
Meals and entertainment*	
Accommodation	
Office supplies and postage	
Cell phone	
Office rent	
Salary – assistant	
Travel	
Licensing*	
Training*	
Other	
Other	
*Expenses deductible by commissioned employees only	

Motor Vehicle	
Make and year of vehicle	
If purchased during the year, indicate date and cost before taxes	
Total Km driven	
Km driven for business	
Fuel	
Maintenance and repairs	
Insurance	
License and registration	
Parking	
If financed: interest paid	
If leased: lease charges	
Home Office	
Area for business use (square feet)	
Total area of home (square feet)	
Rent	
Property taxes*	
Insurance*	
Maintenance and repairs	
Heat	
Electricity	
Internet	
Other	
Other	

All expenses should be totaled from actual receipts that can be presented to the CRA in the event of an audit. Need more info? Call or email us, or visit our website at lorennancke.com.