

**T.** 604-904-3807 **F.** 604-904-3806

lorennancke.com
\*denotes professional corporation

102 - 1999 Marine Drive North Vancouver, BC V7P 3J3 407 - 223 Nelson's Crescent New Westminster, BC V3L 0E4

## 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.

Employer name:		
Expenses		М
Advertising and promotion*		M
Accounting and legal*		I
Meals and entertainment*		i
Accommodation		d
Office supplies and postage		Kı
Cell phone		Fi
Office rent		Ma
Salary - assistant		II.
Travel		L:
Licensing*		Pa
Training*		I:
Other		I
Other		Н
		A:
		To
		Re
*Expenses deductible by commemployees only	issioned	P
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Your name: \_\_\_\_\_

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	



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## Advice that counts

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.