Employment Expenses Checklist

Please use this checklist if your employment contract required you to pay for expenses out-of-pocket **and** you did not receive an allowance for them, or the allowance you received is included on your income.

--- General Requirements ---

[ ]  T2200 (Declaration of Conditions of Employment) from your employer

**Motor Vehicle Expenses**

[ ]  The kilometres you drove in the tax year to earn employment income\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  The total kilometres you drove in the tax year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Gas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Interest if you are financing your vehicle\_\_

[ ]  Insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  License and registration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Maintenance and repairs\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Leasing cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other expenses (please specify)\_\_\_\_ \_\_\_\_

[ ]  Business parking fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Supplementary business insurance\_\_\_\_\_\_

--- Business-use-of-home expenses ---(annual expenses)

[ ]  Utilities (heat, water, electricity, and internet) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Maintenance (cleaning supplies, light bulbs etc.) \_\_\_\_\_\_\_\_\_\_\_

[ ]  Home Insurance (commission employee only) \_\_\_\_\_\_\_\_\_\_\_

[ ]  Property taxes (commission employee only \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other expenses (rent etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Employment-use percengage of your home\_\_\_\_\_\_\_\_\_

**Salaried Employees**

[ ]  Accounting and legal fees\_\_\_\_\_\_\_

[ ]  Travelling expenses\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Office supplies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Commission Employees**

**In addition** to expenses listed under salaried employees, commission employees may also deduct:

[ ]  Advertising\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Meals and entertainment\_\_\_\_\_\_\_\_

[ ]  Licenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Electronic equipment\_\_\_\_\_\_\_\_\_\_\_

[ ]  Training costs\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Travel fare\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_