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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_