

2018 EMPLOYMENT EXPENSES

NAME: _____

PROVIDE A COPY OF THE T2200 DECLARATION OF CONDITIONS OF EMPLOYMENT COMPLETED AND SIGNED BY YOUR EMPLOYER - WE CANNOT FILE YOUR TAX RETURN WITHOUT IT

SALARIED EMPLOYEES TO COMPLETE SECTIONS A, B, E, F - COMMISSION EMPLOYEES TO COMPLETE ALL SECTIONS

A) Allowable Expenses (if not reimbursed to you by your employer)

Meals (*if away from home area at least 12 hours*) _____
Travel Expenses - Lodging _____
Travel Expenses - Other _____
Parking _____
Supplies (*used directly in your work*) _____
Telephone Long-Distance and Cellular Airtime _____
(internet service is not deductible)
Salary and Benefits (*including CPP and EI paid*) _____
Office Rent _____
Legal Fees (*to collect employment income*) _____

B) Home Work-Space Expenses

Square Footage of Total Home _____
Square Footage of Business Use Space _____
Heat _____
Electricity _____
Water _____
Maintenance, Fees and Repairs _____
Rent _____
Other Expenses (*provide details*) _____

C) Additional Allowable Expenses - Commission

Accounting and Legal Expenses _____
Advertising _____
Entertainment - Food _____
Entertainment - Tickets _____
Entertainment - Other _____
Professional Licences and Fees _____
Liability Insurance and Bonding Premiums _____
Equipment Rent or Leases _____
Training Courses _____
Travel Fares _____
Other Expenses (*provide details*) _____

D) Additional Home Work-Space Expenses - Commission

Insurance _____
Property Taxes _____



Employed Tradespersons and Artists

Are you an Apprentice?

Tool Purchases *(provide lists and receipts)* _____

Musical Instruments *(provide lists and receipts)* _____

Musical Instruments Rental *(provide receipts)* _____

SALARIED AND COMMISSION EMPLOYEES TO COMPLETE THIS SECTION

E) Automobile Expenses

Do you receive a non-taxable allowance from your employer? _____
(mileage or reimbursement)

Additions or Disposals of Vehicles _____
(provide purchase agreements, sales proceeds and dates)

Make, Model and Model Year _____

Owned or Leased _____
(provide cost of vehicle or lease agreement)

Fuel Expenses _____

Maintenance and Repairs *(and carwash)* _____

Car Insurance, Auto Clubs _____

Licence and Registration _____

Interest on Loan _____

Lease Costs per Month _____

Other Expenses *(please describe)* _____

F) Vehicle Mileage

PLEASE NOTE THAT IF VEHICLE EXPENSES ARE REVIEWED BY CRA, YOUR VEHICLE MILEAGE LOG WILL BE REQUIRED

Odometer Reading at Beginning of 2018 _____

Odometer Reading at End of 2018 _____

Total Kilometers for Year _____

Business Kilometers Driven _____
(retain vehicle mileage log to support claim)

FOR ADDITIONAL INFORMATION, THE CRA WEBSITE HAS INFORMATION ABOUT:

- [Line 229 – Other employment expense](#)
- [Salaried employees](#)
- [Salaried employees - Allowable motor vehicle expenses](#)
- [Commission employees](#)
- [Commission employees - Allowable motor vehicle expenses](#)
- [Line 229 - Other employment expenses -Keeping records](#)

[Guide: T4044 Employment Expenses](#)

[Other CRA Publications and Guides for Taxpayers](#)

And the Koroll & Company website is a great resource for tax information! www.koroll.ca