

EMPLOYMENT EXPENSES WORKSHEET

TAX YEAR: _____

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)* _____

Artist Expenses *(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 _____

Zero-emission Electric or Plug-in Hybrid _____

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 Year _____

Odometer Reading at End of Year _____

Total Kilometers for Year _____

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

FOR ADDITIONAL INFORMATION, THE CRA WEBSITE HAS INFORMATION ABOUT:

- [Line 22900 – Other employment expense](#)
- [Salaried employees](#)
- [Salaried employees - Allowable motor vehicle expenses](#)
- [Commission employees](#)
- [Commission employees - Allowable motor vehicle expenses](#)
- [Line 22900 - 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

