



EMPLOYMENT EXPENSES

CHECKLIST

Please attach a signed T2200- Declaration of employment conditions from your employer.

Name of Employer : _____

Expenses

Travel:	
Parking:	
Office Supplies:	
Telephone:	
Office Rent:	

Commission Employees Only

Accounting and Legal Fees:	
Advertising and Promotion:	
Meals and Entertainment:	
Rental and Office Equipment:	
Training:	

Vehicle

Year, Make, Model:	
Kilometers driven for business:	
If leased, date lease began?	
Purchase /sale price:	
Gas:	
Insurance:	
Repair and Maintenance:	
Interest on Auto Loans:	
Leasing:	

**** While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.**