

Summary of Employment Expenses

A signed T2200 – Declaration of Employment Conditions form is required from your employer in order to deduct employment expenses. Only expenses explicitly stated on this form by your employer are eligible.

Travel	_____
Parking	_____
Supplies	_____
Telephone	_____
Salaries paid to an assistant	_____
Vehicle expenses (summary on page 2)	_____
Home office (summary on page 2)	_____
Other	_____

Employment expenses applied to commissioned employees:

Professional fees	_____
Advertising and promotion	_____
Meals and entertainment	_____
Office equipment rental	_____
Training	_____
Other	_____

GLM CPA LLP

BEYOND THE BOTTOM LINE

Summary of Vehicle Expenses for Employment Expenses

Make of vehicle and year _____

Model of vehicle _____

Year of vehicle _____

Kms driven for business/employment purposes in the calendar year _____

Total kms driven in the calendar year _____

Please include a copy of the invoice(s) for any vehicle purchase, sale, or lease during the calendar year.

Fuel _____

Repairs and maintenance _____

Insurance _____

License and registration fees _____

Vehicle loan interest _____

Vehicle lease payments _____

Parking _____

Other _____

Summary of Home Office Expenses for Employment Expenses

Total house area (square feet) _____

Area for business use/home office _____

Heat _____

Electricity _____

Water _____

Repairs and maintenance _____

Rent _____

Additional home office expenses applicable to commissioned employees:

Insurance _____

Property taxes _____