

## Employment Expense Checklist

For the year ending December 31, 20\_\_

Name: \_\_\_\_\_

Are you paid by commission? YES or NO (circle one)

Do you have a completed T2200 – Declaration of Conditions of Employment? YES or NO (circle one)

Have you been reimbursed for any expenses? YES or NO (if so, explain for what and how much)

\_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

### Expenses

Accounting	\$ _____
Legal Fees	\$ _____
Food, Beverage & Entertainment	\$ _____
Lodging	\$ _____
Parking	\$ _____
Office Supplies	\$ _____
Other (specify) _____	\$ _____

### Specialty

Apprentice mechanic tools	\$ _____
Musical Instrument costs	\$ _____
Capital cost allowance for instruments	\$ _____
Artist's employment expenses	\$ _____

### USE OF HOME

Total square footage of home	_____	Sq footage used for office	_____
Total yearly utility bills	_____	Total yearly heating costs	_____
House insurance (see note)	_____	Rent	_____
Property Taxes (see note)	_____		

**Automobile** – Same vehicle as last year? YES or NO (circle one)

Total KM used in year	_____	Km travelled to earn income	_____
-----------------------	-------	-----------------------------	-------

### Leased Vehicle:

Lease commencement date:	_____	Lease payments/month	_____
		Manufacturers list price (if new)	_____

### Purchased Vehicle:

Manufacturers list price (if new)	_____	Purchase Date	_____
		Interest paid/year (if financed)	_____

Please provide the total yearly costs for the following **auto expenses**:

Insurance	\$ _____	License/Registration	_____
Maintenance/Repairs	_____	Fuel and Oil	_____
Other	_____		

**NOTE:** Only commissioned employees may claim house insurance and property taxes.