

Employment Expense Summary

If you were an employee and required to pay expenses relating to your work for which you were not reimbursed, please complete the following summary and return it to us with your tax records.

Name: _____

In order to claim employment expenses a Declaration of Conditions of Employment form T2200 **must** be completed and signed by your employer.

Are you a: Salaried Employee Commissioned Employee

Is Form T2200 form provided? Yes No

Do the amounts below include GST/HST? Yes No

Expenses (not relating to home office):

Salaried and Commissioned Employees:

Auto Expenses	<u>attach Auto Expenses Summary</u>
Food and Beverage Expenses	_____
Lodging	_____
Parking	_____
Supplies	_____

Commissioned Employees Only:

Accounting and Legal Fees	_____
Advertising and Promotion	_____
Entertainment Expenses	_____

Other:

Tradesperson's Tools Expense (max \$500)	_____
Apprentice Mechanic Tools Expense	_____
Musical Instruments Expenses	_____
Artist's Employment Expenses	_____
Other Employment Expenses *	_____
Total	_____

Home Office Expenses:

Area of home used for workspace: _____ Sq Ft	Total area of home: _____ Sq Ft
Electricity, Heating and Water	_____
Maintenance (including strata fees)	_____
Home Insurance (commission employees only)	_____
Rent	_____
Property Taxes (commission employees only)	_____
Total	_____

* Details of Other Employment/Home Office Expenses:

_____	_____
_____	_____