

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: _____

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 (<i>attach Auto Expenses Summary</i>)	_____
Accounting and Legal Fees	_____
Food and Beverage Expenses	_____
Lodging	_____
Parking	_____
Supplies	_____

Commissioned Employees Only:

Advertising and Promotion	_____
Entertainment Expenses	_____

Other:

Tradesperson's Tools Expense (max \$1,000)	_____
Apprentice Mechanic Tools Expense	_____
Musical Instruments and Artist's Expenses	_____
Teacher or ECE Supplies Expense (max \$1,000)	_____
Other Employment Expenses *	_____

Work-Space-in-the-Home Expenses:

Area of home used for workspace: _____ Sq Ft Total area of home: _____ Sq Ft

Common area (shared for personal and work) weekly hours used for work _____ Hrs

Electricity, Heating and Water _____

Maintenance (including strata fees) _____

Home Insurance (commission employees only) _____

Rent _____

Property Taxes (commission employees only) _____

Other home office expenses * _____

* Details of Other Employment/Home Office Expenses:

_____	_____
_____	_____
_____	_____