

# 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:

_____	_____
_____	_____
_____	_____