

# 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 or T2200S **must** be **completed and signed** by your employer.

Are you a:       Salaried Employee                       Commissioned Employee

Is Form T2200 or T2200S 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 (*attach Auto Expenses Summary*) \_\_\_\_\_
- Accounting and Legal Fees \_\_\_\_\_
- Food and Beverage Expenses \_\_\_\_\_
- Lodging \_\_\_\_\_
- Parking \_\_\_\_\_
- Office Supplies (postage, stationary, etc) \_\_\_\_\_

Commissioned Employees Only:

- Advertising and Promotion \_\_\_\_\_
- Entertainment Expenses \_\_\_\_\_

Other:

- Tradesperson's Tools Expense (max \$500) \_\_\_\_\_
- Apprentice Mechanic Tools Expense \_\_\_\_\_
- Musical Instruments and Artist's Expenses \_\_\_\_\_
- 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 \_\_\_\_\_
- Home Insurance (commission employees only) \_\_\_\_\_
- Rent \_\_\_\_\_
- Property Taxes (commission employees only) \_\_\_\_\_
- Other home office expenses \* \_\_\_\_\_

\* Details of Other Employment/Home Office Expenses:
