

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 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, Beverage and Entertainment 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:

_____	_____
_____	_____
_____	_____
_____	_____