

EMPLOYMENT EXPENSE WORKSHEET

For additional information, please see the links provided on page 2

Identification

Name:			
Employer:		Tax year:	

General Information

To claim expenses, you must have a T2200 or TL2 signed by your employer.	
Have you provided a T2200 or TL2 signed by your employer?	Y: <input type="checkbox"/> N: <input type="checkbox"/>
Are you eligible for the GST/HST rebate? (see link to form GST370)	Y: <input type="checkbox"/> N: <input type="checkbox"/>

Expenses incurred to earn salary or commission income (include HST)

Food, beverage, & entertainment		x 50%	
Lodging (travel)			
Other travelling expenses			
Employment-related parking			
Stationery supplies			
Other (postage, ink cartridge, other office supplies)			
Telecommunications (employment use of cell phone, long-distance for work)			
Salaries paid to a substitute or assistant			
Vehicle (please complete Vehicle Worksheet)			See Worksheet
Office rent			

Expenses incurred to earn commission income only (include HST)

Legal & accounting fees		Rental of office equipment	
Advertising and promotion		Training costs	
Licenses		Travel fare	
Bonding premiums		Other	

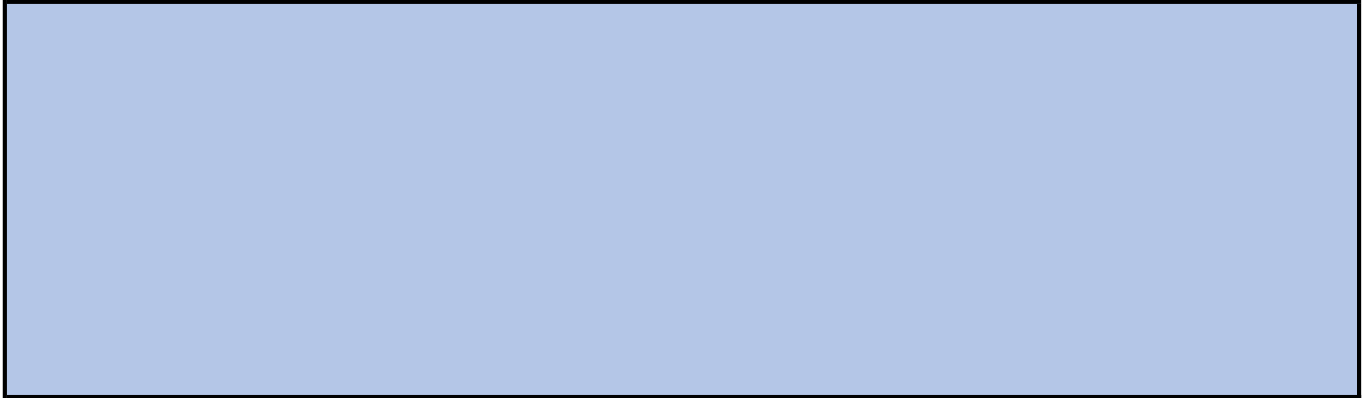
Employment use of home expenses

Square footage of home office space:		ft ²	
Square footage of home:		ft ²	employment use
Do you have a designated room used only for home office purposes?			Y: <input type="checkbox"/> N: <input type="checkbox"/>
Is your home office space also used for personal purposes? (i.e.: kitchen table)			Y: <input type="checkbox"/> N: <input type="checkbox"/>
If yes, how many hours per week is work performed in this area?			

Home office expenses (include HST)

Heat		X	=	
Electricity		X	=	
Water		X	=	
Home internet access fees		X	=	
Repairs & maintenance (office space only)		X	=	
Repairs & maintenance (entire home)		X	=	
Insurance (commission employees only)		X	=	
Property tax (commission employees only)		X	=	
Rent		X	=	
Other:		X	=	
Other:		X	=	
Subtotal:				

Notes to the tax team



For more information

[Who is entitled to claim Employment Expenses?](#)

[What can I claim if I earn Commission?](#)

[CRA Guide to Employment Expenses](#)

[CRA Guide to home office expenses for employees](#)

[Form T2200](#)

[Form TL2](#)

[Form GST370](#)