

EMPLOYMENT EXPENSES SUMMARY

Note: a signed Form T2200 (for each employer) is required to claim employment expenses

Client name _____
Employer (T4) _____

BUSINESS USE OF HOME	
<i>Complete this section if you used a home office and wish to claim the expense.</i>	
Square footage of office	_____
Total square footage of home	_____
Heat	_____
Electricity	_____
Insurance	_____
Maintenance	_____
Mortgage interest (<i>obtain statement from bank</i>)	_____
Property taxes	_____
Rent	_____

EXPENSES	Total Exp (\$)
Accounting and legal	_____
Advertising and promotion **	_____
Entertainment **	_____
Meals (away > 12 hours) **	_____
Lodging **	_____
Supplies	_____
Telecommunications	_____
Travel	_____
Other (provide description)	_____
_____	_____
_____	_____
_____	_____

AUTOMOBILE EXPENSES			
<i>Please use this section to claim business use of your automobile. Note that CRA has increased scrutiny on business auto expenses and have disallowed claims where no logbook was used to track usage.</i>			
VEHICLE SPECIFICATIONS:			
	Year	Make	Model
	_____	_____	_____
BUSINESS USE:			
Odometer	Jan. 1	Dec. 31	km bus. Use
	_____	_____	_____
EXPENSES:			Total Exp (\$)
Fuel and Oil			_____
Loan interest (request stmt from bank)			_____
Insurance			_____
License and registration			_____
Maintenance			_____
Lease payments			_____
Parking			_____

** Commission employees only and limited to commission income and CCA

EMPLOYMENT EXPENSES OVERVIEW

Keeping records:

You have to keep records for each year you claim expenses. These records must include all of the following:

- a daily record of your expenses, together with your receipts, invoices, cancelled cheques, and any monthly credit card statements
- a record of each motor vehicle you used for employment (showing the total kilometres driven in the year and the kilometres driven for employment purposes - not including driving to and from your home to your place of employment).

Keep a record of the motor vehicles or musical instruments you bought and sold because you may be able to claim capital cost allowance (CCA). If you sell or trade a motor vehicle or musical instrument, show who bought or sold the vehicle or musical instrument, date, and the cost or amount received

Employees earning a salary:

Deductible expenses

Accounting and legal fees - You can deduct any legal fees you paid in the year to collect or establish a right to collect salary or wages. In some cases, you may also be able to deduct certain accounting fees.

Travelling expenses - Travelling expenses include food, beverage, and lodging expenses but not motor vehicle expenses. You can deduct travelling expenses as long as you meet all of the following conditions:

- You were normally required to work away from your employer's place of business or in different places;
- Under your contract of employment, you had to pay your own travelling expenses;
- You did not receive a non-taxable allowance for travelling expenses.

You cannot deduct the cost of travel to and from work.

You can deduct food and beverage expenses if your employer requires you to be away for at least 12 consecutive hours from the municipality and the metropolitan area of your employer's location where you normally report for work.

Parking - You can deduct parking costs related to earning your employment income as long as you meet all the conditions listed in the section called "Allowable motor vehicle expenses". You cannot deduct the cost of parking at your employer's office.

Supplies - You can deduct the cost of supplies used directly in your work, and for no other purpose. Supplies include items such as stationery items, stamps, toner, ink cartridges. Supplies do not include items such as briefcases or calculators.

Salary - Deductible expenses (continued)

Telecommunications - You can deduct expenses you paid for long-distance calls, as long as you paid them to earn employment income. However, you cannot deduct the monthly basic rate for a telephone. You can deduct the part of the airtime expenses for cell phone service that reasonably relates to earning your employment income. However, you cannot deduct amounts you paid to connect or license the cell phone or the cost of fees for internet service.

Employees earning commission income:

Deductible expenses

In addition to the deductible expenses listed for employees earning a salary, employees earning a commission may also deduct:

Advertising and promotion - You can deduct expenses for advertising and promotion, including amounts you paid for business cards, promotional gifts, and advertisements.

Entertainment expenses - You can deduct part of the cost of entertaining clients. Expenses you can deduct include those for food, beverages, tickets, and entrance fees to entertainment or sporting events.

Lodging - You can deduct lodging expenses if your work conditions require you to travel away from your employer's place of business and you pay your own lodging expenses.

Other expenses

Licences - Deduct annual licence fees if you must have a licence to do your work.

Bonding premiums - You can deduct payments for bonding and liability insurance premiums.

Training costs - You can deduct the cost of a training course as an employment expense. The course has to maintain, upgrade, or update your existing skills or qualifications that relate to your employment.

Source: Canada Revenue Agency T4044, Employment Expenses