

Employment / Commission Expenses - Worksheet

If you are eligible to deduct your employment expenses as an employee or commissioned salesperson, please provide the following information:

- A signed copy of Form T2200 from your employer
- Summary and/or receipts of expenses incurred for the purpose of employment
- Details of home office expenses (only if a condition of employment as indicated on T2200)
- Details of vehicle expenses (only if a condition of employment as indicated on T2200)
- Details of reimbursements from employer, if any

Use the following information to summarize your employment/commission expenses:

	<u>Employee</u>	<u>Commissioned</u>
Accounting and legal fees	_____	_____
Advertising and promotion	_____	_____
Allowable vehicle expenses (see vehicle worksheet)	_____	_____
Food, beverages, and entertainment expenses	_____	_____
Lodging	_____	_____
Parking	_____	_____
Office supplies	_____	_____
Licences and dues	_____	_____
Computer leasing costs	_____	_____
Telephone and fax	_____	_____
Training costs	_____	_____
Travel	_____	_____
Salary paid to an assistant	_____	_____
Office rent	_____	_____
Other expenses (specify)	_____	_____
Tradesperson's tools (up to a maximum of \$500)	_____	_____
Apprentice mechanic tools	_____	_____
Musical instrument expenses	_____	_____
Capital cost allowance for musical instruments	_____	_____
Artists' employment expenses	_____	_____
Home office expenses (see home office worksheet)	_____	_____
Total employment expenses	_____	_____
Total reimbursements received by employer, if any	_____	_____