

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: _____

To claim employment expenses a Declaration of Conditions of Employment form T2200 **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 and Beverage Expenses _____
 Lodging _____
 Parking _____
 Supplies _____

Commissioned Employees Only:

Advertising and Promotion _____
 Entertainment Expenses _____

Other:

Tradesperson's Tools Expense (max \$1,000) _____
 Apprentice Mechanic Tools Expense _____
 Musical Instruments and Artist's Expenses _____
 Teacher or ECE Supplies Expense (max \$1,000) _____
 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 (including strata fees) _____
 Home Insurance (commission employees only) _____
 Rent _____
 Property Taxes (commission employees only) _____
 Other home office expenses * _____

* Details of Other Employment/Home Office Expenses:

