



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 | _____ | _____ |
| 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 | _____ | _____ |