

**You MUST have a completed form T2200 (declaration of conditions of employment) from your employer in order to claim employment expenses. Only expenses specified on the T2200 are allowed.**

**Please attach the completed T2200 form to this summary.**

**SUMMARY OF EMPLOYMENT EXPENSES FOR THE YEAR \_\_\_\_\_ (1 of 2)**  
 Any notes or questions you may have regarding your employment expenses can be noted on the bottom of page 2

**NAME \_\_\_\_\_**

<b>EXPENSES</b>	<b>AMOUNT</b>
Accounting and legal fees	
Advertising and promotion	
Food, beverages and entertainment (total _____ x 50%)	
Lodging	
Parking	
Supplies (i.e. postage, stationery, other office supplies)	
Other expenses (specify) -	
-	
<b>Total</b>	

**CALCULATION OF MOTOR VEHICLE EXPENSES**

(if more than one vehicle was used, please provide a separate sheet for each vehicle)

<b>Vehicle Year, Make, Model</b>	
Total kilometers driven in year to earn income	
Total kilometers driven in year	

<b>EXPENSES</b>	<b>AMOUNT</b>
Fuel and oil	
Maintenance and repairs	
Insurance	
Licenses and registration	
Interest costs	
Leasing costs	
Other expenses (specify) -	
-	
<b>Total</b>	

**SUMMARY OF EMPLOYMENT EXPENSES FOR THE YEAR \_\_\_\_\_ (2 of 2)**

**NAME \_\_\_\_\_**

<b>CALCULATION OF WORK-SPACE-IN-THE-HOME EXPENSES</b>	<b>AMOUNT</b>
Heat	
Electricity	
Water and Sewer	
Maintenance	
Insurance (commission employees only)	
Property tax (commission employees only)	
Other expenses (specify) -	
-	
<b>Total</b>	

(a percentage of the totals will be claimed based on the square footage below)

To determine percentage of home expenses allowable – please provide:

total square footage of residence \_\_\_\_\_

total square footage of area used for business \_\_\_\_\_