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.

NAME		
EXPENSES		AMOUNT
Accounting and legal fees		
Advertising and promotion		
Food, beverages and entertainment (totalx 5	0%)	
Lodging		
Parking		
Supplies (i.e. postage, stationery, other office supplies)		
Cell phone (employment use portion only)		
Other expenses (specify) -		
-		
	Total	
CALCULATION OF MOTOR VEH (if more than one vehicle was used, please provide a		
(if more than one vehicle was used, please provide a		
(if more than one vehicle was used, please provide a Vehicle Year, Make, Model		
Vehicle Year, Make, Model Total kilometers driven in year to earn income		
Vehicle Year, Make, Model Total kilometers driven in year to earn income	separate sheet	
Vehicle Year, Make, Model Total kilometers driven in year to earn income Total kilometers driven in year	separate sheet	for each vehicle
Vehicle Year, Make, Model Total kilometers driven in year to earn income Total kilometers driven in year	separate sheet	for each vehicle
Vehicle Year, Make, Model Total kilometers driven in year to earn income Total kilometers driven in year EXPENSES Fuel and oil	separate sheet	for each vehicle
Vehicle Year, Make, Model Total kilometers driven in year to earn income Total kilometers driven in year Total kilometers driven in year EXPENSES Fuel and oil Maintenance and repairs	separate sheet	for each vehicle
Vehicle Year, Make, Model Total kilometers driven in year to earn income Total kilometers driven in year Total kilometers driven in year EXPENSES Fuel and oil Maintenance and repairs Insurance	separate sheet	for each vehicle
Vehicle Year, Make, Model Total kilometers driven in year to earn income Total kilometers driven in year Total kilometers driven in year EXPENSES Fuel and oil Maintenance and repairs Insurance Licenses and registration	separate sheet	for each vehicle
Vehicle Year, Make, Model Total kilometers driven in year to earn income Total kilometers driven in year Total kilometers driven in year EXPENSES Fuel and oil Maintenance and repairs Insurance Licenses and registration Interest costs	separate sheet	for each vehicle

SUMMARY OF EMPLOYMENT EXPENSES FOR THE YEAR ______ (2 of 2) NAME _____ CALCULATION OF WORK-SPACE-IN-THE-HOME EXPENSES **AMOUNT** Heat Electricity Water and Sewer Internet access fees Maintenance Insurance (commission employees only) Property tax (commission employees only) Rent Other expenses (specify) -Total (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