

Employment Expenses



To help you prepare for your taxes, complete this form and have all your supporting documentation handy.
For step-by-step guidance to your maximum refund, visit turbotax.ca

Requirements

Do you have a T2200 – Declaration of Conditions of Employment from your employer? Y/N

Important Note: In order to claim employment expenses, you must have a signed T2200 form from your employer. If you do not have a signed form, you are not eligible to claim employment expenses.

You do not need to include the T2200 with your income tax return, but do keep the form in a safe place for reference.

Reimbursement

Have you been reimbursed for any expenses? Y/N

List Reimbursements Here:

_____	\$
_____	\$
_____	\$

Employment Expenses:

Accounting & Legal Fees	\$
Advertising & Promotion	\$
Food & Beverages	\$
Entertainment	\$
Lodging	\$
Parking	\$
Supplies (Ex: Postage, Stationary)	\$
Other Expenses:	\$

Other:

Tradesperson's Tool Expenses	\$
Apprentice Mechanic Expenses	\$
Musical Instrument Expenses	\$
Artists' Employment Expenses	\$

Employment Expenses (cont'd)

Use of Personal Vehicle for Employment

Make:

Model:

Year:

KMs Driven to Earn Income:

Total KMs driven in the year:

Vehicle – Owned	Vehicle – Leased
Purchase Price:	Date Lease Starts:
Date of Purchase:	Date Lease Ends:
Current Value of Vehicle:	Manufacturer's List Price:

	Total Costs	GST/HST
Fuel		
Interest on Vehicle Financing		
Insurance		
License & Registration		
Maintenance & Repairs		
Lease Payments		
Other:		

Did you sell or trade-in your vehicle during the year? Y/N

If yes:

Sale amount received: _____

Trade-In Amount Received: _____

Important Note: For vehicle travel to be a deductible expense, the Canada Revenue Agency requires that you maintain a mileage log record of travel for employment. Travel to & from your normal place of work is considered to be personal travel.

Employment Expenses (cont'd)



Use of Home-Office for Employment

Sq. ft or # of rooms used for office:

Total Sq ft. or # of rooms of home:

Electricity	
Heat	
Water	
Maintenance	
Insurance (Commission Employees only)	
Property Taxes (Commission Employees only)	
Rent	
Other	

Important Note: All expenses claimed MUST have documentation to support the claim.

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