

Employment Expenses

Accounting and legal fees _____

Advertising and promotion _____

Meals & Entertainment _____

Supplies (e.g., postage, stationery, other office supplies) _____

Cell phone (work portion only) _____

Home Office Expenses

Home Sqft _____

Office Sqft _____

Heat, Electricity, Water _____

Home phone/internet/Rent _____

Insurance (commission employees only) _____

Property Taxes (commission employees only) _____

Vehicle Expenses

Year purchased or lease date _____

Annual KMs _____

Work KMs (**MUST have both**) _____

Fuel _____

Maintenance/Repairs _____

Insurance _____

License/Registration _____

Depreciation (please enter purchase price or unused amount from prior year) _____

Loan Interest (only \$ interest not %, you may need to contact your lender) _____

Parking _____

Extra Insurance (e.g., extra liability rider included in above insurance total) _____

Lease

Total lease payments for the year _____

MSRP (will be on lease agreement) _____

*****NOTE: You MUST maintain a vehicle log book detailing all of your work related trips with the dates, address to/from, reason for the trip and the KMs driven. You must also keep track of your annual mileage. Both annual and work related mileage is required to calculate the % of expenses allowable. Simplified mileage calculation per km is NOT allowable for employment expenses. If your expenses are reviewed and you cannot produce a logbook, CRA will disallow your vehicle expense claim.*****