

## EMPLOYMENT EXPENSE REPORTING SUMMARY

To assist us in the preparation of your T1 income tax return, we have prepared the following worksheet to provide the required information to report your Employment Expenses. Use this form to provide totals for each applicable line item.

We also have excel spreadsheets available to assist you in recording and totaling your income and expenses.  
Check our website at [www.segcca.com](http://www.segcca.com) to request a copy.

**Name:** \_\_\_\_\_ **Tax Year:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Code** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Cell** \_\_\_\_\_ **email** \_\_\_\_\_

**Income:**

T4 –Commissions – box 40 \$ \_\_\_\_\_

T4A – Self Emp.Comm. – box 20 \$ \_\_\_\_\_

Other Income - not on slip \$ \_\_\_\_\_

**Expenses:**

Accounting & Legal \$ \_\_\_\_\_

Advertising & Promotion \$ \_\_\_\_\_

Meals & Entertainment \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Parking & Transit \$ \_\_\_\_\_

Supplies & office \$ \_\_\_\_\_

Tradesperson Tools \$ \_\_\_\_\_

Apprentice Mechanic Tools \$ \_\_\_\_\_

Musical Instrument costs \$ \_\_\_\_\_

Wages & benefits to assistant \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Vehicle Expenses:**

Vehicle make / model \_\_\_\_\_

Purchase / lease date \_\_\_\_\_

Value at start of employment \$ \_\_\_\_\_

Provide purchase documentation for new vehicles  
Provide lease documentation for new vehicle lease

Total KM driven in year \_\_\_\_\_

Business KM in year \_\_\_\_\_

Fuel \$ \_\_\_\_\_

Vehicle Loan Interest \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs and maintenance \$ \_\_\_\_\_

Leasing \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

**Office in Home:**

Office area (sq ft) \$ \_\_\_\_\_

Total home area (sq ft) \$ \_\_\_\_\_

Expenses:

Heat \$ \_\_\_\_\_

Electricity \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Maintenance \$ \_\_\_\_\_

Mortgage Interest \$   N/A  

Property Tax \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Mortgage interest is not a deductible home office employment expense. Only employees earning commission income are eligible to deduct insurance and property taxes with their home office expense.

**CRA documentation requirements:**

1. Form T2200 is required to be prepared and signed by your employer, indicating your requirement as a condition of your employment, to pay these expenses.
2. Vehicle expenses require you to maintain a vehicle use log, noting the kilometers driven for employment purposes. You should document your odometer reading at the start of the year and the end of the year. Personal km are not required to be documented, as they will represent the difference between total km and employment km.
3. Meals and Entertainment expenses must be supported by applicable receipts, not just a visa or interact receipt. You should note on the receipt who attended at the meal or function and the business connection if not self explanatory.
4. If you maintain an appointment diary, this may be a useful place to document both your vehicle use log and your meals and entertainment details.



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