

## Employment Expenses

Name: \_\_\_\_\_ Total km driven in year: \_\_\_\_\_ Km for Business: \_\_\_\_\_

Make of Automobile \_\_\_\_\_ Fair Market Value: \_\_\_\_\_

Automobile Gasoline \_\_\_\_\_

Automobile Insurance \_\_\_\_\_

Automobile Maintenance \_\_\_\_\_

Automobile Licence Fees \_\_\_\_\_

Automobile Loan Interest \_\_\_\_\_

Advertising/ Promotion \_\_\_\_\_

Food (Away from area 12hrs) \_\_\_\_\_

Food (Client Entertainment) \_\_\_\_\_

Legal & Accounting Fees \_\_\_\_\_

Licences \_\_\_\_\_

Lodging Expenses \_\_\_\_\_

Office Rent \_\_\_\_\_

Office Supplies \_\_\_\_\_

Other \_\_\_\_\_

Travel \_\_\_\_\_

Parking \_\_\_\_\_

Rental of Office Equipment \_\_\_\_\_

Salaries (Assistant) \_\_\_\_\_

Telephone \_\_\_\_\_

Tickets & Entrance Fees \_\_\_\_\_

Training Costs \_\_\_\_\_

Travel Fare \_\_\_\_\_

## Home Office Expenses

Heat \_\_\_\_\_

Electricity \_\_\_\_\_

Water \_\_\_\_\_

Maintenance \_\_\_\_\_

Insurance \_\_\_\_\_

Property Taxes \_\_\_\_\_

Rent \_\_\_\_\_

## Employment Conditions

To deduct the expenses you paid to earn commission income, you have to meet all of the following conditions:

- \* Under your contract of employment, you had to pay your own expenses.
- \* You were normally required to work away from your employers place of business.
- \* You were paid in whole or in part by commissions or similar amounts. These payments were based on the volume of sales made or the contracts negotiated.
- \* You did not receive a non-taxable allowance for travelling expenses.
- \* You keep with your records a copy of Form T2200, Declaration of Conditions of Employment, that has been completed and signed by your employer.