



Questionnaire for Employment Expenses v.21

You **MUST** have a signed T2200 from your employer indicating you are required to claim the expenses they have selected on your form.

It is your responsibility to have supporting documents for all your expenses and income

Employment Expenses (not reimbursed by employer)	Amount
✓ Advertising and promotion	\$ _____
✓ Assistant wages (incl. employer contributions)	\$ _____
✓ Food, beverages and entertainment expenses	\$ _____
✓ Supplies (postage, stationary, other office supplies)	\$ _____
✓ Rent and utilities (Office space only)	\$ _____
✓ Telephone	\$ _____
✓ Tradesperson tools, up to max of \$500	\$ _____
✓ Travel (accommodations, flights, etc.)	\$ _____
Motor vehicle expenses	Amount
✓ Car lease	\$ _____
✓ Car wash	\$ _____
✓ Finance payment (please include loan details)	\$ _____
✓ Fuel costs	\$ _____
✓ Insurance	\$ _____
✓ License and registration	\$ _____
✓ Parking	\$ _____
✓ Repairs and maintenance	\$ _____
✓ 407 ETR	\$ _____
Km driven for year:	Km driven for work:
<i>*Do not include km driving to and from work location*</i>	



Calculation of business-use-of home	Amount
✓ Insurance (commission employees only)	\$ _____
✓ Maintenance	\$ _____
✓ Property taxes (commission employees only)	\$ _____
✓ Utilities (Electricity, heat and water)	\$ _____
✓ Other: (explain)	\$ _____
For simplified method due to COVID-19	
✓ Number of days working from home	\$ _____
Total sq footage of house: Total sq footage of office:	

Note:

- (a) Internet costs are not allowable deductions as employment expense*
- (b) The CRA does not accept bank or credit card statements to support expenses of any kind*
- (c) If claiming vehicle expenses, you must have a mileage log *we LOVE mileageIQ app to track your km usage for free*
- (d) Make sure you are only submitting the insurance cost on the vehicle you primarily drive*



Airikka Passmore
& Associates LTD.

345 Steeles Ave E., Suite300 Milton ON L9T 3G6

Page | 3
