

Employment Expenses

Checklist 2023



Please attach a signed T2200- Declaration of employment conditions from your employer.

Name of Employer	
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Expenses:	
Travel	
Parking	
Office Supplies	
Telephone	
Office Rent	
Commission Employees Only:	
Accounting and Legal Fees	
Advertising and Promotion	
Meals and Entertainment	
Rental and Office Equipment	
Training	
Vehicle:	
Year, Make, Model	
Kilometers driven for business	
If leased, date lease began	
Purchase /sale price	
Gas	
Insurance	
Repair and Maintenance	
Interest on Auto Loans	
Lease amount	

**** While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.**