

Hartwick's Helpful Hints – Employment Expenses Checklist

Your name: _____

For the period _____ to _____

- As a general rule, you can only claim employment expenses if you are required to pay your own expenses, and you have not received a tax-free allowance for those expenses.
- Please provide us with a completed copy of **Form T2200, Declaration of Conditions of Employment** that has been signed by your employer.
- Please take a series of reusable file folders and label each one with the headings listed below.
- Sort your invoices, receipts, etc. into each file folder (preferably as you receive them) before you complete this checklist.
- For each file folder, total your invoices and receipts and attach an adding machine tape. Enter the total for each category on this checklist.
- Please indicate on the checklist any category that does not apply to you.
- If you are claiming vehicle expenses, **please provide the kilometres driven for business and the total kilometres driven.**

Item	Total Amount <small>(mark n/a if not applicable to you)</small>	Description
1 Legal fees		Legal and accounting fees paid in the year to collect salary, wages or commissions your employer or former employer owed you.

Item	Total Amount (mark n/a if not applicable to you)	Description
2 Motor vehicle expenses	Please complete the attached schedule	<p>You can deduct your motor vehicle expenses if you were normally required to work away from your employer's place of business or in different places.</p> <p>Please complete the Schedule of motor vehicle expenses at the end of this checklist. We will do the calculations. A log should be kept, but if one was not completed, please provide your best estimate of employment and total use. You should be prepared to produce a log if the Canada Revenue Agency requests it.</p>
3 Travelling expenses		<p>Travelling expenses include food, beverage, and lodging expenses but not motor vehicle expenses. You can deduct travelling expenses as long as you meet all the following conditions:</p> <ol style="list-style-type: none"> 1) You were normally required to work away from your employer's place of business or in different places. 2) You can deduct food and beverage expenses if your employer requires you to be away for at least 12 hours from the municipality and the metropolitan area (if there is one) of your employer's location where you normally report for work. <p>Please itemize your meals and lodging expenses separately.</p>
4 Parking		<p>You can deduct parking costs related to earning your employment income as long as you meet the conditions listed under the Motor vehicle category. You cannot deduct the cost of parking at your employer's office, such as monthly or daily parking fees as these are considered personal costs.</p>
5 Supplies		<p>Supplies are only those materials you use directly in your work, and include items such as pens, pencils, paper clips, stationery, stamps, street maps, and directories. You can deduct expenses you paid for long-distance telephone calls, as long as you paid them to earn employment income. However, you cannot deduct the monthly basic rate for a telephone. You can also deduct the percentage of the airtime expenses for a cellular telephone that reasonably relates to earning your employment income.</p>
6 Office-in-home expenses	Please complete the attached schedule	<p>You can deduct expenses for the use of your home, as long as you meet one of these two conditions; a specific work space in your home is where you mainly do your work; or you use the space only to earn your employment income, and you use it on a regular and ongoing basis to meet with customers.</p> <p>Please complete Schedule of office-in-home expenses at the end of this checklist. Note, you cannot create or increase a business loss with these expenses, but they can be carried forward for a claim in a future year.</p>
7 Other expenses		<p>Costs incurred such as salaries for an assistant and office rent.</p>

The following additional expenses are for commission employees only

Item	Total Amount (mark n/a if not applicable to you)	Description
1 Advertising and promotion		Costs incurred for advertising and promotion including amounts paid for business cards, promotional gifts and advertisements.
2 Entertainment for clients		Costs incurred for entertaining clients. Includes food, tickets, and entrance fees to entertainment and sporting events. We will calculate the 50% deduction when preparing your return.
3 Other expenses		Costs incurred such as licenses, bonding premiums, medical underwriting fees, computer and equipment leasing, training costs, and travel fare.

Additional information or comments:

Schedule of office-in-home expenses

For the period _____ to _____

100% of expenses
for the period

Heat	
Electricity	
Maintenance	
Rent	
The following expenses can only be claimed by employees earning commissions	
Insurance	
Property taxes	
Total	

Basis of allocation:

Area of home used for business	(A)
Total area of home	(B)
% used for business ($A \div B \times 100$)	
	%

Schedule of motor vehicle expenses

For the period _____ to _____

100% of expenses
for the period

Fuel and oil	
Maintenance & repairs	
Insurance & licensing	
Interest on vehicle loan	
Lease payments	
Other expenses (specify)	
Total	

Basis of allocation:

Closing km, end of year	
<i>less:</i> Opening km, beginning of year	
Equals km driven during the year	
	(A)
Km driven for employment	(B)
% used for business ($B \div A \times 100$)	
	%

If you owned this vehicle:

- Please provide a copy of the bill of sale if you purchased or sold this vehicle during the year.
- Please provide us with the fair market value of this vehicle if this was the first year the vehicle was used in your employment.

\$ _____

If you leased this vehicle:

- Please provide a copy of the lease agreement if you entered into the lease during the year, or if this was the first year the vehicle was used in your employment.