

Employment Expenses

Always keep your receipts in case CRA or Quebec ask for them in the future

Taxation Year

Requirements

In order to be eligible to declare the employment expenses, **you must have a signed T2200 (Declaration of Conditions of Employment) from your employer (as well as a TP-64.3 if you are a QC resident).**

If you don't have this form and you believe you should be eligible to claim these expenses, please ask your employer to provide it to you.

Use of personal car for work

(cannot be used if you are receiving a non-taxable allowance)

Model & Make of the car

If purchased: Date of purchase Purchase price

If leased: Start of lease End of lease Price

Total Km travelled Km travelled for work

Fuel Cost Maintenance & repairs

Insurance Premiums License & Registration

Interest paid on car loan Lease payments

Parking Fees Electricity for EV

Other (specify)

Use of home-office for work

Portion of home used for **EMPLOYMENT** Purposes ⁱ %

Heat (if different from electricity)

Electricity

Insurance (commission employees only)

Maintenance & Repairs

Municipal Taxes (commission employees only)

School Taxes (commission employees only)

Internet (do not include the lease of modem/router)

Rent

Other (specify)

Employment Expenses (not reimbursed by your employer)

Office Supplies (e.g.: stationary, stamps,...)

Telephone (portion related to work only) ⁱ

Food & Beverages

Lodging

Travel Expenses

Salaries & Wages

Other (specify)

Accounting/ Professional fees (commission employees only)

Advertising & Promotion (commission employees only)

Professional Insurance (commission employees only)

Lease of computer, phone, fax (commission employees only)

Entertainment Expenses (commission employees only)

Professional Training Costs (commission employees only)

N.B: Additional fees of \$40 + tax will apply