

EMPLOYMENT EXPENSES.
Statement of expenses

Expenses

GST /PST/HST included	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Licenses, dues, memberships	_____	_____
Delivery, freight, courier	_____	_____
Interest	_____	_____
Maintenance and repairs	_____	_____
Meals and entertainment (total)	_____	_____
Office expenses	_____	_____
Supplies	_____	_____
Legal, accounting and other professional fees	_____	_____
Rent	_____	_____
Salaries, wages, and benefits	_____	_____
Travel	_____	_____
Telephone **	_____	_____
Internet and network services	_____	_____
Other (provide details)	_____	_____

AUTOMOBILE EXPENSES: (provide total expense (do not prorate) for each vehicle used for business purposes during the year)

	Vehicle 1	
Make of vehicle	_____	_____
Date of acquisition	_____	_____
Date of disposition (if in the year)	_____	_____
Cost before GST and PST *	_____	_____
GST and PST	_____	_____
Km driven for business	_____	_____
Km driven in year (total)	_____	_____
Total expenses incurred		
Monthly lease cost	_____	_____
Fuel and oil	_____	_____
Maintenance and repairs	_____	_____
Insurance	_____	_____
License and registration	_____	_____
Interest	_____	_____
Auto club (CAA)	_____	_____
Car washes	_____	_____
Parking	_____	_____
Other (provide details)	_____	_____

* Please provide purchase agreement or lease term sheet as applicable.

WORK SPACE IN THE HOME: (provide total expense – do not prorate)

NOTE: restrictions apply and vary depending on your conditions of employment

Office area (Square footage/rooms.)

Total area (Square footage/rooms)

Mortgage interest

Property taxes

Insurance

Rent

Heat

Electricity

Water

Repairs and maintenance

Security

Landscaping/snow removal

Other (provide details)
