

**EMPLOYMENT EXPENSE SCHEDULE  
COMMISSIONED SALESPERSONS AND SALARIED EMPLOYEES**

Name: \_\_\_\_\_

Year: \_\_\_\_\_ **2016**

**NOTE: A FULLY COMPLETED T2200 IS REQUIRED. THE T2200 MUST BE SIGNED BY THE EMPLOYER.**

**EXPENSES (Other than automobile)**

|                             |                      |
|-----------------------------|----------------------|
| Accounting                  | <input type="text"/> |
| Advertising                 | <input type="text"/> |
| Meals and entertainment     | <input type="text"/> |
| Parking                     | <input type="text"/> |
| Telephone                   | <input type="text"/> |
| Travel (other than car)     | <input type="text"/> |
| Dues                        | <input type="text"/> |
| Office supplies             | <input type="text"/> |
| Computer supplies           | <input type="text"/> |
| Dues                        | <input type="text"/> |
| Equipment rentals or leases | <input type="text"/> |
| Internet                    | <input type="text"/> |
| Other                       | <input type="text"/> |
| Other                       | <input type="text"/> |
| Other                       | <input type="text"/> |
| Other                       | <input type="text"/> |

**BUSINESS USE OF HOME**

|                             |                      |
|-----------------------------|----------------------|
| Total house area (sq. ft.)  | <input type="text"/> |
| Area for business (sq. ft.) | <input type="text"/> |
| Heat                        | <input type="text"/> |
| Hydro                       | <input type="text"/> |
| Insurance *                 | <input type="text"/> |
| Maintenance                 | <input type="text"/> |
| Property taxes *            | <input type="text"/> |
| Water                       | <input type="text"/> |
| Rent                        | <input type="text"/> |
| Condo fees                  | <input type="text"/> |
| Other                       | <input type="text"/> |

\* commissioned salespersons only

**Employer's GST/HST #** \_\_\_\_\_

**Only expenses identified on the T2200 form noted above will be allowed as deductions on the tax return.**

It is your responsibility to retain all documents used to complete this schedule.

**AUTOMOBILE EXPENSES SCHEDULE**

Name: \_\_\_\_\_

Year: 2016

**AUTO INFORMATION:**

Make   
Year   
Purchase cost (incl. taxes)   
Proceeds, if sold

**AUTO EXPENSES**

Fuel   
Insurance   
Licence   
Interest   
Maintenance and repairs   
Washes   
Leasing   
Parking   
Tolls   
Other

**PLEASE FILL IN SECTION BELOW:**

**Business kms. this year**   
**Total kms. this year**

Reimbursements   
Monthly allowance   
Per km allowance   
Amount included on T4

**If you changed vehicles during the year  
please provide details of purchase or  
leasing documents**

Canada Revenue Agency requires that you maintain a log where you record your business trips and personal use of the vehicle. This log will assist in properly completing the usage section above.

We encourage you make sure that you have such records available.