



Statement of Employment Expenses

EXPENSES:

- \$ _____ Accounting & Legal Fees
- \$ _____ Food & Beverages (NB Although only 50% is deductible enter in 100% on this line)
- \$ _____ Lodging
- \$ _____ Parking
- \$ _____ Supplies (postage, stationery, other office supplies)
- \$ _____ Other – Provide details: _____

AUTOMOBILE EXPENSES

NB: Per CRA rules a full log book must be maintained

Year, model and make of automobile claimed: _____

_____ Business Kilometers

_____ Total Kilometers driven during the tax year

****if no log book was maintained, please provide us with approximate percentage of vehicle use that was business related****

- \$ _____ Fuel and oil
- \$ _____ Repairs and maintenance (whether done by you or a mechanic)
- \$ _____ Car Washes
- \$ _____ Insurance (Autopac)
- \$ _____ License & Registration
- \$ _____ Interest on car loan
- \$ _____ Leasing (if applicable)
- \$ _____ Cost of new vehicle (if bought during the year, and also provide details of sale of old car)

OFFICE IN THE HOME – BUSINESS EXPENSES

_____ Square footage of office in the home

_____ Total square footage of the home

- \$ _____ Heat, Electricity & Water (Hydro, Gas and any other heating fuel including wood)
- \$ _____ Insurance (Commission employees only)
- \$ _____ Repairs & Maintenance (including cleaning products, repairs to the house and yard)
- \$ _____ Property taxes (Commission employees only)
- \$ _____ Internet
- \$ _____ Rent