

Statement of Employment Expenses

Name of Employer: _____

Please keep all supporting documents of the amounts claimed below

Expenses

Accounting and Legal Fees		Advertising and Promotion	
Meals and Entertainment		Supplies	
Tradesperson's tools expenses		Apprentice mechanic tools expenses	
Rent		Telecommunications	
Other (specify):		Other (specify):	

Work-space-in-the-home expenses

Total house area (square feet) _____ Area for business use only (square feet) _____

Heat		Electricity	
Water		Maintenance	
Insurance (commission only)		Property Taxes (commission only)	
Other (specify):		Other (specify):	

Allowable Motor Vehicle Expenses

Year, Make and Model of vehicle _____

Km driven for business purposes _____

Total kilometres driven in the year _____

Please keep all supporting documents of the amounts claimed below

Total expenses incurred

Fuel and Oil		Maintenance & Repairs	
Insurance		Licence and Registration Fees	
Interest (if financed)		Parking	
Lease cost (if leased)		CAA	
407 ETR		Other (specify):	

*** If you have purchased a new vehicle in 2021 please provide a copy of the Sale/Lease Agreement.**

*** Please also note that not every expense may be applicable to you. Please let us know if you have any questions regarding any of the expenses listed above.**