

# 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 the tax year 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.**