



**EMPLOYMENT EXPENSES INFORMATION SHEET
PERSONAL TAX (T777 FOR T2200)**

NAME: _____

DATE: _____

STANDARD EXPENSES:

TOTAL AMOUNT:

ACCOUNTING AND LEGAL FEES	
ADVERTISING AND PROMOTION (Commission Employee Only)	
ENTERTAINMENT AND MEALS (100% - Commission Employee Only)	
LODGING (Commission Employee Only)	
PARKING	
SUPPLIES	
OTHER EXPENSES	

MOTOR VEHICLE EXPENSES:

DETAILS/TOTAL AMOUNT:

MAKE OF VEHICLE	
KM'S DRIVEN FOR EMPLOYMENT PURPOSES (Only provide total for tax processing) *	
TOTAL KM'S DRIVEN DURING THE YEAR (Only provide total for tax processing) *	
FUEL AND OIL	
MAINTENANCE AND REPAIRS	
INSURANCE	
PURCHASE/LEASE AGREEMENT & CURRENT STATEMENT **PROVIDE DOCUMENTS**	
LICENSE AND REGISTRATION FEES	
INTEREST	
LOAN/LEASING COSTS	
SALES AGREEMENT **PROVIDE DOCUMENTS IF SOLD IN TAX YEAR**	
<i>*Detailed Log Book required only if Reviewed/Audited – hold for your records</i>	

HOME EXPENSES FOR EMPLOYMENT USE:

DETAILS/TOTAL AMOUNT:

HEAT	
ELECTRICITY	
INSURANCE (Commission Employee Only)	
MAINTENANCE	
PROPERTY TAXES (Commission Employee Only)	
RENT/MORTGAGE INTEREST	
TOTAL SQUARE FEET	
EMPLOYMENT SQUARE FEET	