



EMPLOYMENT EXPENSE WORKSHEET

Name _____ Tax Year _____

EMPLOYEES EARNING A SALARY & COMMISSION		TOTAL EXPENSE*
Travel (i.e. hotels, ferries, flights)		
Supplies (i.e. postage, stationary, office supplies)		
Telephone	Business Use _____ %	
Internet	Business Use _____ %	
Substitute/Assistant Salaries		
Office Rent		
Tools (tradesperson or apprentice only)		
ADDITIONAL ITEMS FOR COMMISSION ONLY		TOTAL EXPENSE*
Accounting & Legal		
Advertising & Promotion		
Meals & Entertainment		
Licences		
Equipment Leasing (i.e. computers)		
Professional Development & Training		

*DO NOT PRORATE. PROVIDE ANNUAL TOTALS ONLY. GST & PST INCLUDED, IF APPLICABLE.



PERSONAL VEHICLE USE TO EARN EMPLOYMENT INCOME

Vehicle Description Make: _____ Model: _____ Year: _____

VEHICLE OWNED		VEHICLE LEASED	
Purchase Price		Date Lease Starts	
Date of Purchase		Date Lease Ends	
Current Value		List Price	

*If **new vehicle**, purchase or lease agreement required. Vehicle used to earn employment income _____ kms (or %)
 Total _____

	TOTAL EXPENSE*
Gas	
Repairs & Maintenance	
Insurance	
Interest (purchase finance only)	
Lease Payments	
Parking (business use only, if not included in travel)	

HOME OFFICE USE TO EARN EMPLOYMENT INCOME

Home space used for office _____ square feet (or %)
 Total _____

	TOTAL EXPENSE*
Heat	
Electricity	
Water & Sewer	
Repairs & Maintenance (including strata)	
Insurance (commission only)	
Property Taxes (commission only)	
Rent	
Alarm System	

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