



Conditions of Employment

Employment Expenses Worksheet

Client Name: _____ Tax Year: _____

Address: _____

Employer name: _____

Employer address: _____

Is the T2200/T2200S – Declaration of Conditions of Employment - included? Yes No

Did you work from home due to Covid-19 and are claiming only in-home expenses? Yes No

How many days did you work from home during 2020 due to Covid-19? _____ (Must have worked at least 50% of the time for at least 4 consecutive weeks. Do not include holidays, vacation days or sick days.)

Please check box if you are any of the following: Tradesperson Apprentice mechanic
Employed artist Forestry worker

EXPENSES while employed with the above employer and based on what you are eligible to claim	For salary employee	For commission employee
Accounting & legal fees	----	\$
Advertising & promotion	----	\$
Meals (if required to be away for more than 12 hours)	\$	\$
Entertainment	----	\$
Travel - meals	\$	\$
- lodging	\$	\$
- transportation	\$	\$
Parking (for work only)	\$	\$
Supplies (office, tools, postage)	\$	\$
Salaries	\$	\$
Office rent	\$	\$
Licenses	----	\$
Equipment leasing	----	\$
Training costs	----	\$
Long distance/cellphone airtime (not home office use)	\$	\$
Other expenses (specify):		

HOME OFFICE EXPENSE

If you work from home, what percentage of duties are performed at home? _____ %

Is there an area in your home that is used exclusively to meet clients? Yes No

What is the area of your home that is used for work?
 Square footage of house _____ vs. square footage used for work _____,
 or percentage of house used for work _____ %

Home office EXPENSES	For salary employee	For commission employee
Electricity	\$	\$
Heat	\$	\$
Water	\$	\$
Maintenance	\$	\$
Insurance	----	\$
Property taxes	----	\$
Rent	\$	\$
Internet access fees	\$	\$
Basic cell phone service (employment portion only)	\$	\$
Long distance call time (employment portion only)	\$	\$

VEHICLE EXPENSE

During the year did you begin using a vehicle for employment purposes? Yes No

Did you purchase/lease a vehicle which is used for employment purposes? Purchase Lease

Did you sell/trade a vehicle that was used for employment purposes? Yes No

Provide applicable details below:

VEHICLE: year, make & model	Date put into use (mm/dd/yyyy)	Date purchased or leased (mm/dd/yyyy)	Date sold or traded (mm/dd/yyyy)	Amount paid or received
				\$
				\$

Number of Kilometres driven for business purposes: _____

Number of Kilometres driven in taxation year (in total): _____

Vehicle EXPENSES	Total cost (annual)
Fuel	\$
Maintenance & repair	\$
Insurance	\$
License & registration	\$
Interest	\$
Lease payments	\$
Other (specify):	\$

