Phone: (604) 904-3807
Fax: (604) 904-3806

Loren Nancke & Company
Chartered Professional Accountants
Advice that counts

Email: Accountants@LNCo.ca
Website: www.LNCo.ca

2016 EMPLOYMENT EXPENSE WORKSHEET

If you are required by your employer to pay for your own expenses, please provide a copy of your 2016 T2200 Declaration of Conditions of Employment (signed by your employer) along with the information below.

Your name: _____

Business name: _____

Expenses	
Meals and entertainment	
Office supplies and postage	
Cell phone	
Accommodation	
Office rent	
Salary – assistant	
Accounting and legal*	
Advertising and promotion*	
Travel*	
Licensing*	
Training*	
Other	
Other	
***Expenses deductible by commissioned employees only**	

Motor Vehicle	
Make and year of vehicle	
If purchased during the year, indicate date and cost before taxes	
Total Km driven	
Fuel	
Maintenance and repairs	
Insurance	
License and registration	
Parking	
If financed: interest paid	
If leased: lease charges	
Home Office	
Area for business use (square feet)	
Total area of home (square feet)	
Heat	
Electricity	
Insurance	
Maintenance and repairs	
Mortgage interest	
Property taxes	
Internet/cable	
Home telephone	
Other	
Other	

All expenses should be totaled from actual receipts that can be presented to the CRA in the event of an audit.
Need more info? Call or email us, or visit our website at www.LNCO.ca.