

EMPLOYMENT EXPENSES WORKSHEET : SALARIED AND COMMISSION BASED EMPLOYEES

EMPLOYMENT EXPENSES	Amount (\$)
Declaration of Condition of Employment	T2200
<u>Detail of Expenses not reimbursed by Employer:</u>	
Travel (inc. Bus Fare, Taxis etc.)	
Parking	
Supplies (Stationery, Other)	
Telephone	
Salaries paid to an assistant	
Office Rent (if required as a condition of employment)	
Home Office Expenses (To be summarized in adjoining table)	
(If it's your principal workplace used for business meetings)	
Vehicle Expenses (To be summarized in adjoining table)	
<u>Additional details to be filled up by Commission based Employees only</u>	
(Expenses to be mentioned to the extent not reimbursed by the Employer)	
Accounting & Legal Expenses	
Advertising & Promotion Expenses	
Meals & Entertainment Expenses	
Rentals & Office Equipment Expenses	
Training Expenses	
TOTAL EMPLOYMENT EXPENSES	

HOME OFFICE EXPENSES	Amount (\$)
Percentage of Home used for Employment (in %)	
Heat	
Hydro, Power & Electricity	
Water	
Repairs & Maintenance	
Rent	
<u>Additional details to be filled up by Commission based Employees only</u>	
Insurance	
Property Taxes	
TOTAL HOME OFFICE EXPENSES	

VEHICLE EXPENSES
Year & Make of Vehicle
Purchase/Sale Price*
Date of Purchase/Sale*
Date of Lease began/ended*
*(If purchased, leased or sold, please attached relevant agreements)
KMS driven for employment purpose
Total KMS driven
EXPENSES PAID
Fuel
Repair & Maintenance (including Insurance, Car Washing etc.)
Licensing & Registration Fees
Interest on Vehicle Loan
Lease Payments
Parking fees paid
Others, if any
TOTAL VEHICLE EXPENSES

I hereby certify that all the aforesaid information is true to the best of knowledge & belief. I further certify that I have in possession with me all the bills/vouchers/documents in support of all the expenses mentioned in this Form.

Signature: _____ Date: _____

Name: _____