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Providing professional tax services for:

- **Business Owners/Managers/Contractors**
- **Employees with Expenses**
- **Executives and Professionals**
- **Investors and Rental Property Owners**

Employment Expenses Checklist

The following requested information should be supported by receipts. I do not need to see expense receipts but you should keep them on hand in case of a CRA audit.

Use this form if you:

- Have employment expenses to earn salary or commissions
- Are an apprentice and you have mechanical tools expense
- You are an employee working in forestry operations
- You are an employed artist

Your employer must certify your expenses. Attach the signed form(s) authorizing the employment expenses:

- T-2200 – Declaration of Conditions of Employment
- TL-2 – Claim for Meals and Lodging Expenses

Unless you are requesting a GST/HST rebate on the expenses, just complete the last column.	Amount	GST/HST	Total
Income from commissions <small>Certain expenses are limited to commission income</small>			
Expenses:			
Accounting and legal fees			
Advertising, promotion, gifts, etc.			
Apprentice mechanical tools expense <small>Include employers' certification that tools are required for use in employment as a tradesperson.</small>			
Artist employment expenses			
Bad debts			
Cell phone and internet expenses			
Equipment leases (e.g. computer, photocopier)			
Lodging			
Meals and entertainment			
Musical instruments costs			
Parking			
Supplies (e.g. postage, stationery, other office supplies)			
Wages for assistants (incl. family members) <small>Include copies of T4 slips and a T4 Summary related to the wages.</small>			
Other expenses (specify):			
Motor vehicle expense (attach checklist)			
Home office expense (attach checklist)			