



Caroline Perras

Employment Expenses Form | 2023

Last name: _____ First name: _____

Employee status: salaried earning commissions
You must provide these 2 forms from your employer T2200 TP-64.3
Your employer's GST number _____

EXPENSES

Accounting fees (employees who earn commissions)	\$ _____
Advertising and promotion, except alcoholic beverages (employees who earn commissions)	\$ _____
Food, beverages and lodging	\$ _____
Entertainment expenses (e.g., show tickets) (employees who earn commissions)	\$ _____
Office supplies (e.g., postage fees)	\$ _____
Salary of an assistant	\$ _____
Training fees (employees who earn commissions)	\$ _____
Phone, cell phone, Internet and other telecommunications	\$ _____
Others (specify):	\$ _____
_____	\$ _____
_____	\$ _____

MOTOR VEHICLE EXPENSES

Give the total amounts for the year even if personal

Make, model and year of vehicle _____
Is this vehicle zero emission? Yes No
If so, have you received the federal purchase grant? Yes No
If purchased in 2023, purchase date (MM/DD/YYYY) _____ price _____
If acquired before 2023 and never depreciated, provide replacement market value as of January 1, 2023 or at the date of the beginning of your employment _____

Kilometres travelled during the fiscal year for your employment	_____ km
Total kilometres travelled in the taxation year for this vehicle	_____ km
Fuel and oil	\$ _____
Maintenance and repairs	\$ _____
Insurance	\$ _____
Licence and registration	\$ _____
If car loan, interest only (do not include monthly payments)	\$ _____
Starting date of payments _____ Ending date of payments _____	\$ _____
If leasing, total monthly payments	\$ _____
Starting date of contract _____ Ending date of contract _____	\$ _____
Manufacturer's list price	_____
Parking fees, CAA	\$ _____



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HOME OFFICE EXPENSES

The workspace must be the place where the employee primarily carries out their employment, more than 50% of the time.

OR

The workspace is used exclusively for the purpose of earning employment income, in addition to being the place where the employee regularly and continuously meets clients as part of their job duties.

Exclusive office space (room exclusively devoted to work) Yes

Common area (common room, such as the kitchen counter) Yes

If common area: amount of time that your office space is used per week _____

Area used for business _____

Home's total area _____

(e.g., 1 room on 4 1/2 or 22% or 600 ft² on 2,727 ft²)

Heating, electricity, water

\$ _____

Residential Internet access fees

\$ _____

Home insurance (employees who earn commissions)

\$ _____

Maintenance and minor repairs (cleaning supplies, housekeeping, light bulbs, paint, etc.)

\$ _____

Separate maintenance fees that apply only to the home office (e.g., painting the walls of the office)

\$ _____

Property taxes (employees who earn commissions)

\$ _____

Rent (if tenant) / Condo fees

\$ _____