

EMPLOYEES ALLOWABLE EXPENSES

Name _____
 Fiscal Period from _____ to _____
 Business Name _____
 Location _____
 If partnership, enter your percentage _____

EMPLOYMENT/ COMMISSION EXPENSES

Accounting & legal fees _____
 Advertising & promotion _____
 Allowable motor vehicle expenses _____
 Client entertainment _____
 Bus meals & Ent. _____ * 50% _____
 Lodging costs _____
 Parking _____
 Postage stationary & Office supplies _____
 Other expenses _____

Musical instrument costs _____
 CCA for musical instruments _____

Artist's employment expenses _____

Subtotal _____

Add: Work space in the home expenses _____

TOTAL EXPENSES _____

T2200 received (Y/N) _____

Commission income T4'd _____

AUTO

New vehicle acquired this year? _____
 Make _____
 Date acquired _____
 Cost before GST & PST _____
 GST & PST _____
 Vehicle sold this year? _____
 Date sold _____
 Disposal proceeds _____

	VEHICLE	
	1	2
Km driven for business		
Total Km driven in year		

Expenses:

Fuel & oil		
Maintenance & repairs		
Insurance		
Interest & financing		
Leasing		
Total		
Business use percentage		
Allowable portion		
Less: reimbursements		
Business use of auto		
Business portion CCA		
Total business use		

For office use:

Opening UCC		
Additions		
GST rebate received		
Disposal proceeds		
Adjustment		
Base amount CCA claim		
CCA claim		

BUSINESS USE OF HOME

Area of home used for workspace _____
 Total area of home _____

Expenses:

Heat _____
 Maintenance _____
 Rent _____
 Insurance (comm. empl. only) _____
 Property taxes (comm. empl. only) _____

 Personal use portion _____
 Business use portion _____