

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 per T4?

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