

Employment Expense Worksheet

Tax filer name

Year

Employer name

Employment Expenses

Accounting and legal fees

Supplies

Trades person's tools expenses

\$ _____

\$ _____

\$ _____

Advertising and promotion

Parking

Apprentice mechanic tools expenses

\$ _____

\$ _____

\$ _____

Meals and entertainment

Lodging

Musical instrument expenses

\$ _____

\$ _____

\$ _____

Other expense, specify

Other expense, specify

Artists' employment expenses

\$ _____

\$ _____

\$ _____

Reimbursement, If Any

Reimbursement, specify

Reimbursement, specify

Reimbursement, specify

\$ _____

\$ _____

\$ _____

Checklist RE Employment Expense Activities

Please refer to the explanation below of each category on the form. For those who would like us to summarize the income and expense, please refer to the table re the Document to Submit.

Category	Example(s)	Document to Submit
Accounting and legal	<ul style="list-style-type: none"> For salaried employee, legal fees paid to collect or establish right to collect salary or wages; reasonable accounting fees paid to prepare and file tax return 	<ul style="list-style-type: none"> Legal and accounting invoices
Advertising and promotion	<ul style="list-style-type: none"> Expenses paid for advertising and promotion eg. Business cards, promotion gifts and advertisement 	<ul style="list-style-type: none"> Invoice or receipt from service provider
Meals and entertainment	<ul style="list-style-type: none"> Meals (food and beverages) expenses if employer requires you to be away for at least 12 consecutive hours; Cost of entertaining clients eg. food, beverages, tickets and entrance fees to entertainment or sporting events, room rentals to provide entertainment) . Amounts were not reimbursed by employer 	<ul style="list-style-type: none"> Invoice or receipt of payments
Lodging	<ul style="list-style-type: none"> Lodging and transportation (such as flight, train, bus, etc) expenses other than vehicle expenses if your work require you to travel away and amounts not reimbursed by employer 	<ul style="list-style-type: none"> Invoice or receipt of payments
Parking	<ul style="list-style-type: none"> Parking cost not reimbursed by employer; Note cost of parking at employer office and speeding tickets are not deductible 	<ul style="list-style-type: none"> Parking Receipts
Supplies	<ul style="list-style-type: none"> Office supplies (eg. stampes, toner, , and ink cartridges etc) used directly for work; Long-distance fees used for employment; cell phone services 	<ul style="list-style-type: none"> Invoice or receipt of payments; Long distance statements; cell phone monthly bills and personal usage %
Union, professional or like dues	<ul style="list-style-type: none"> Annual licence or membership fees required for work not reimbursed by employer 	<ul style="list-style-type: none"> Invoice or receipt of payments

Musical instrument expenses	<ul style="list-style-type: none"> • As an employed musician, purchase cost of a musical instrument and the related cost paid to maintain instrument, rental fees and insurance cost. 	<ul style="list-style-type: none"> • Invoice or receipt of payments
Artists' employment expenses	<ul style="list-style-type: none"> • Expenses paid to earn employment income from an artistic activity (eg. composed a musical work, performed as an actor, singer, dancer in drama, created painting, drawing, sculpture or similar work of art); 	<ul style="list-style-type: none"> • Invoice or receipt of payments
Tradesperson's tools expenses	<ul style="list-style-type: none"> • Expenses paid for eligible tools as a tradesperson 	<ul style="list-style-type: none"> • Invoice or receipt of payments