

# EMPLOYMENT EXPENSES CHECKLIST

(Canada)

(For employees claiming expenses with a T2200/T2200S)

## REQUIRED FORMS

- ✓ Signed T2200 or T2200S from employer
- ✓ Employment contract or job description
- ✓ Records showing requirement to pay work expenses

## HOME OFFICE EXPENSES (IF APPLICABLE)

- ✓ Workspace square footage
- ✓ Total home square footage
- ✓ Rent paid (if renting)
- ✓ Utilities (heat, electricity, water)
- ✓ Internet access portion
- ✓ Home maintenance/cleaning costs
- ✓ Property taxes (if applicable)
- ✓ Home insurance (if applicable)
- ✓ Mortgage interest (for commissioned employees)

## TRAVEL EXPENSES (EMPLOYMENT-RELATED)

- ✓ Meals (as per CRA rules)
- ✓ Hotel/accommodation invoices
- ✓ Transportation (bus, train, flights)
- ✓ Taxi/Uber receipts

## VEHICLE EXPENSES (IF REQUIRED BY EMPLOYER)

- ✓ Vehicle logbook (business vs, personal km)
- ✓ Fuel receipts
- ✓ Maintenance and repairs
- ✓ Car insurance
- ✓ Lease payments
- ✓ Loan interest (if financed)
- ✓ Licensing and registration fees
- ✓ Parking (for employment purposes)
- ✓ Tolls (if applicable)

## WORK-RELATED SUPPLIES

- ✓ Office supplies (pens-paper printer ink)
- ✓ Work-specific tools or equipment
- ✓ Phone expense (employment portion)
- ✓ Computer/laptop expenses (if required & eligible)
- ✓ Safety equipment or uniforms (if not reimbursed)

## RECORDS & DOCUMENTATION

- ✓ All receipts (paper or digital)
- ✓ Proof of payment (bank/credit card statements)