



phone: 604-985-0123
 fax: 604-985-0127
 web: www.cahillcpa.ca

EMPLOYMENT EXPENSE SUMMARY

Client Name _____

Company name (T4) _____

INCOME

Employment income _____
 Total commissions (included in employemnt income) _____

EXPENSES

Accounting and Legal _____
 Advertising _____
 Lodging _____
 Meals and Entertainment _____ x 50%
 Supplies _____
 Telephone _____
 Utilities _____
 Other (provide description) _____

BUSINESS USE OF HOME

Complete this section if you used a home office during the prior year and wish to claim expenses

Square footage of office _____ sq. ft.
 Total square footage of home _____ sq. ft.
 _____ %

 Electricity _____
 Heat _____
 Insurance (*Commission employee only*) _____
 Maintenance _____
 Property Taxes (*Commission employee only*) _____
 Other (provide description) _____

*Note that to claim home office, this must be the place where you mainly do your work. Your home office must be exclusively used for earning income, and used on a regular and continuous basis for meeting customers or other persons in the course of performing your work.



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MOTOR VEHICLE EXPENSE SUMMARY

Please complete this schedule for each vehicle you are claiming expenses for from the prior year

Client Name: _____

VEHICLE SPECIFICATIONS

Year _____
Make _____
Model _____
Date of purchase (if owned) _____
Original Purchase price - including GST _____

EMPLOYMENT USE CALCULATION

*Please use the following section to calculate your employment use, or provide an approximate %
Note that CRA has increased its scrutiny on automobile expenses and has recently disallowed claims where no logbook was used to track actual usage*

Odometer deading at January 1 _____ km
Odometer deading at December 31 _____ km
Kilometers driven for business use _____ km
Business use portion _____ %

EXPENSES

Fuel and oil _____
Maintenance and repairs _____
insurance _____
License and registration _____
Loan interest (request statement from bank if owned) _____
Lease payments _____
Parking _____