



phone: 604-985-0123  
 fax: 604-985-0127  
 web: [www.cahillcpa.ca](http://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 \_\_\_\_\_