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### *Employment Expenses Income Tax Preparation Checklist*

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Please use this checklist if your employment contract required you to pay for expenses out-of-pocket and you did not receive an allowance for them, or the allowance you received is included on your income.

## General Requirements

- T2200 (Declaration of Conditions of Employment) from your employer

## Employment Expenses

### Motor Vehicle Expenses

*Keep all your receipts for the entire year that you are operating your vehicle for the business. The ratio of your kms for the business divided by your total years kms driven provides the value to determine your expenses eligible to claim*

- The kilometres you drove in the tax year to earn business income
- The total kilometres you drove in the tax year
- Fuel and oil
- Interest if you are financing your vehicle
- Insurance
- License and registration
- Maintenance and repairs
- Leasing cost if you are leasing your vehicle
- Other expenses (please specify)
- Business parking fees
- Supplementary business insurance



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## Salaried Employees

- Accounting and legal fees
- Travelling expenses
- Parking
- Supplies
- Salary expenses
- Office rent
- Home office (only utilities and maintenance)

## Commission Employees

In addition to expenses listed under salaried employees, commission employees may also deduct:

- Advertising
- Meals and entertainment
- Lodging
- Licenses
- Electronic equipment
- Training costs
- Travel fare
- Home office (utilities, maintenance, property taxes, and home insurance)

## Transportation Employees

- Meals
- Lodging

## Employed Artists

- Musical instruments

## Employed Tradespersons

- Tools