



EMPLOYEE EXPENSES CHECKLIST 2023

(Please note, this is a highly audited area by the Canada Revenue Agency. We highly recommend using only accurate records to make your claim.)

Your Name:

(Note: to claim office in home deductions, you must be working more than 50% of your time from home for all the claimed time)

Were you working from home as a condition of employment or as a voluntary telework arrangement with your employer?

YES NO

If yes, check the following options that apply to make an office in home claim:

- 1. You worked more than 50% of your time from home for at least four consecutive weeks in 2023
- 2. You use your workspace exclusively to earn employment income and use it regularly for in-person meetings with clients and/or other people you work with
- 3. You paid for expenses related to your home
- 4. You received reimbursement for some of your expenses by your employer

NOTE: The flat rate method does not apply to 2023 therefore, you will be required to use the detailed method. Get a completed/signed Form T2200 from your employer if you checked at least the 1&3 or 2&3 above.

Provide summaries of your receipts that were not reimbursed below. If audited, you must provide full copies of all supporting documents.

> EMPLOYEE ONLY COMMISSIONED SALES PERSON Electricity Heat Water Maintenance Internet Insurance on Home **Property Taxes** Rent

For dedicated office space: Size of home sq ft. Size of office

For workspace shared with personal use: Size of home sq ft.

> Size of office sq ft.

sq ft.

Number of hours worked from home in the year:



Are you required to provide a vehicle for use in your employment?				NO
If yes, fill in the chart below				
	1	2	3	
Automobile description				

Automobile description		
Original price		
Year purchased		
Sale Price		
Date sold (mm/dd/yy)		
Business km driven in the year**		
Personal km		
Total km		
Total Expenses:		
Gas & oil		
Insurance		
Licenses		
Repairs & maintenance		
Interest on loan		
Lease payments		

^{**}If you are unable to provide km details, please provide a total of km driven for each vehicle in the year and a reasonable estimate of the kms used for business vs. personal. Should you ever be audited, you will be asked for an automobile log at the time by the Canada Revenue Agency and if you are unable to provide one, your expenses will likely be disallowed.

PLEASE PROVIDE A LIST OF ALL OTHER EMPLOYEE EXPENSES INCURRED THAT ARE NOT ON THIS CHECKLIST

Does the company you work for collect and remit GST on its products or services?

YES

NO
If yes, provide their GST number: