



ADL ACCOUNTING INC.

ACCURACY YOU CAN TRUST

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Employment Expense Checklist (Employees)

1. Employee Information:

- a. Employee's name: _____
- b. Employer's name: _____
- c. Job title: _____

2. Required Documentation:

- a. T2200- Declaration of Conditions of Employment (signed by employer)
- b. Employment contract (if available)

3. Vehicle Expenses (if used for employment purposes):

- a. Vehicle make / Model / Year : _____
- b. Odometer reading (start of the year): _____
- c. Odometer reading (end of the year): _____
- d. Total KM driven for employment: _____
- e. Auto repair & maintenance: _____
- f. Auto fuel expenses: _____
- g. Auto insurance: _____
- h. Lease payments or interest on loan: _____
- i. Parking receipts (employment related): _____

4. Home Office Expenses:

- a. Total home square footage: _____
- b. Office workspace square footage: _____
- c. Rent paid (if applicable): _____
- d. BC Hydro (electricity): _____
- e. Fortis BC Gas (heating): _____
- f. Water/ Sewage: _____
- g. Internet: _____
- h. Repair & maintenance: _____

5. Other Expenses (if required by the employer and not reimbursed):

- a. Supplies used for work: _____
- b. Phone charges: _____

6. Client Declaration:

- a. Client Name: _____
- b. Signature: _____
- c. Date (YYYY/MM/DD): _____