

Employment Expenses Worksheet

CRA Form T777 — claim out-of-pocket employment expenses with a signed T2200 from your employer.

Tax Year:

Full Name:

Do you have a signed T2200 (Declaration of Conditions of Employment) from your employer for this year?

☐ Yes ☐ No

Without a signed T2200, CRA will deny employment expense claims. Ask your employer's HR or payroll to issue one for the tax year before bringing this worksheet.

VEHICLE EXPENSES

Eligible only if T2200 box 5 (or box 12 for salespeople) is checked. Maintain a kilometre log.

Total kilometres driven in the year

Kilometres driven for employment

- ☐ Fuel and oil
- ☐ Maintenance and repairs
- ☐ Insurance
- ☐ Licence and registration
- ☐ Parking (employment-related)
- ☐ Lease payments / interest on auto loan
- ☐ CCA depreciation on owned vehicle

OFFICE IN HOME (WORK-SPACE-IN-THE-HOME)

Eligible only if employer requires you to maintain a home office. Pro-rate by work-space area as % of home and by hours worked.

Total area of home (sq ft)

Work-space area (sq ft)

Average hours worked per week

- ☐ Heat
- ☐ Electricity
- ☐ Water
- ☐ Internet (work portion only)
- ☐ Maintenance and minor repairs
- ☐ Rent (renters only)

OTHER EMPLOYMENT EXPENSES

Items required by employment and not reimbursed (per T2200). Receipts must support each claim.

Description	Vendor / receipt #	Amount paid
Subtotal =		

SUPPLIES (CONSUMABLES USED AT WORK)

Stationery, postage, technical references. Office equipment is NOT eligible (capital, not supplies).

Description	Vendor / receipt #	Amount paid
Subtotal =		

REIMBURSEMENTS FROM EMPLOYER

Any non-taxable reimbursement received for items above must be SUBTRACTED before claiming. Record below.

Item reimbursed	Date	Amount reimbursed
Total reimbursed (subtract) =		

Bring with you. This worksheet plus the signed T2200, kilometre log, and original receipts for each line. We complete Form T777 from these inputs and reconcile against any T2200 boxes ticked by your employer.