

## Employment Expenses Worksheet – Salaried & Commission Based Employees

For the year: 20 ____	<u>Employment Expenses</u>	
<b><u>Particulars</u></b>		<b><u>Slip to Attach/ Amount (\$)</u></b>
<b>Declaration of Condition of Employment</b>		T2202
<b><u>Detail of Expenses not reimbursed by Employer</u></b>		
Travel (Including Bus Fare, Taxis, etc.)		_____
Parking		_____
Supplies		_____
Telephone		_____
Salaries paid to an assistant		_____
Office Rent (if required as a condition of employment)		_____
Home Office Expenses (To be summarized in the following table)		_____
Vehicle Expenses (To be summarized in the following table)		_____
<b><u>Additional details to be filled by Commission-based Employees only</u></b>		
<b>(Expenses to be mentioned to the extent not reimbursed by the Employer)</b>		
Accounting & Legal Expenses		_____
Advertising & Promotion Expenses		_____
Meals & Entertainment Expenses		_____
Rentals & Office Equipment Expenses		_____
Training Expenses		_____

**I hereby certify that I have in possession with me, all the documents/ vouchers and receipts to support and validate all the aforementioned expenses and that all the information is to the best of my knowledge.**

\_\_\_\_\_

Name

\_\_\_\_\_

Date  
(MM/DD/YY)

\_\_\_\_\_

Signature



