

BUSINESS AND EMPLOYMENT EXPENSE SUMMARY

For those of you who are self employed or are required by your employer to pay for your own business expenses, please provide the following expenses. This list is not exhaustive, please add any other categories that may apply to you.

<u>Automobile:</u>		<u>Home Office:</u>	
_____	_____		
year	make / model		
Gas	\$ _____	Mortgage interest	\$ _____
Repairs and maintenance	_____	Property tax	_____
Insurance	_____	Rent	_____
Lease costs	_____	Utilities	_____
Interest expense	_____	Insurance	_____
Km driven for business purposes	_____	Strata fees	_____
Total km driven	_____	Repairs and maintenance	_____
Purchase cost (if we do not already have it, and if vehicle purchased in 2005)	_____	Square feet of workspace	_____
		Square feet total house	_____
		Number of rooms used for workspace	_____
		Number of rooms total house	_____

Other Expenses:

Comments/Additional Information

Travel (excluding your personal auto)	\$ _____
Advertising	_____
Office supplies	_____
Computer supplies	_____
Parking	_____
Phone	_____
Internet	_____
Accounting and legal	_____
Training costs	_____
Meals and entertainment	_____
Dues and fees	_____
Freight and courier	_____

As always, we do prefer that receipts are separated, totaled and summarized by each expense category.