



CHARTERED ACCOUNTANTS LLP

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 2008)		_____	Square feet of workspace	_____
			Square feet total house	_____
			Number of rooms used for workspace	_____
			Number of rooms total house	_____

<u>Other Expenses:</u>		Business Income	\$ _____
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Travel (excluding your personal auto)	\$ _____	<u>Comments/Additional Information</u>
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.
 Last revised January 2009