

A complete Employment Expenses Checklist for a Canadian T1 return needs to follow the structure of the T777/T777S and CRA's documentation expectations. This version is organized around what the CRA typically asks for during reviews, what you must have before claiming expenses, and how to support each category.

Eligibility and Required Forms

Before gathering receipts, confirm that the conditions for claiming employment expenses are met. CRA requires specific documentation.

- **Signed T2200 or T2200S** confirming conditions of employment
- **Employment contract or job description** showing required expenses
- **Proof you were required to pay expenses** and were not reimbursed
- **Records of reimbursements** (to exclude from claims)
- **Prior year's Notice of Assessment** for carry-forwards (e.g., home office)

These items determine whether you can claim home office, vehicle, or other categories.

Motor Vehicle Expenses (if required for work)

CRA requires detailed tracking for any vehicle claim.

- **Mileage log** with start and end odometer readings for the year
- **Business kilometres** tracked for each trip
- **Fuel receipts**
- **Insurance statements**
- **Repairs and maintenance receipts**
- **Lease agreement or loan interest statements**
- **Parking receipts** (tolls, meters, lots)
- **Business-use percentage calculation**

Home Office Expenses (if eligible)

Eligibility depends on T2200/T2200S and meeting CRA's workspace conditions.

- **Square footage of workspace** vs. total home
- **Rent receipts** (if renting)
- **Utilities** (heat, electricity, water)
- **Internet costs** (employment-use portion)

- **Maintenance/repairs** for workspace
- **Property taxes** (commission employees only)
- **Home insurance** (commission employees only)
- **Mortgage interest** (commission employees only)
- **Workspace-only expenses** (e.g., painting the office)

Supplies and Employment-Related Costs

These must be required for your job and not reimbursed.

- **Office supplies** (paper, pens, ink, stationery)
- **Cell phone and internet usage** (employment-use portion)
- **Long-distance charges** for work calls
- **Special clothing or uniforms** (if required and not reimbursed)
- **Protective gear** (safety boots, PPE)
- **Tools** required for employment (T2200 must specify)
- **Computer or equipment costs** (if required and not reimbursed)
- **Professional dues** (if not reimbursed)

Commission Employees (additional eligible expenses)

Commission employees (T4 with commission income) may claim more categories.

- **Advertising and promotion**
- **Meals and entertainment** (50% limit)
- **Client gifts**
- **Travel expenses** (airfare, hotels, taxis)
- **Property taxes, home insurance, mortgage interest** (if home office eligible)

Travel Expenses (if required for work)

Must be required by employer and not reimbursed.

- **Airfare, train, bus receipts**
- **Hotel invoices**
- **Meals while travelling** (keep itemized receipts)
- **Taxi, rideshare, transit receipts**
- **Travel itineraries** showing work purpose

Supporting Documentation

CRA often requests these during reviews.

- **Employer reimbursement policy**
- **Emails or contracts** showing requirement to incur expenses
- **Calendar or appointment logs** supporting business travel
- **Receipts for all claimed expenses** (legible and dated)
- **Bank/credit card statements** (to support receipts)

Final Checks Before Filing

- Confirm T2200/T2200S matches the expenses you plan to claim
- Separate reimbursed vs. non-reimbursed expenses
- Calculate business-use percentages accurately
- Keep all receipts for **six years**
- Complete **T777 or T777S** accurately
- Review for reasonableness (CRA often checks unusually high claims)