

Business Expense



Form

Name of Business			
Nature of Business			
Telephone		Email	
Referred by			
GST Number			
Business Equipments & Tools, Furniture, etc. Expenses (A)			
GROSS REVENUE			
BUSINESS EXPENSES	Amount (\$)		Amount (\$)
Bad Debts		Advertising <small>(Newspapers, Online Advertising, etc.)</small>	
Freight & Delivery Expenses		Meals & Entertainment <small>(Only 50% eligible)</small>	
Interest & Other Bank Charges		Fuel Costs <small>(excluding of Motor Vehicles)</small>	
Telephone & Internet Expenses		Motor Vehicle Expenses <small>(not including CCA)</small>	
Insurance Expenses		Salaries, Wages & Benefits <small>(Including Employer Contribution)</small>	
Hydro, Power & Electricity Expenses		Travel <small>(inc. Transportation Fees, Accommodations, etc)</small>	
Legal, Accounting & Professional Fees		Fees & Taxes <small>(Licence Fees, Membership Fees, etc.)</small>	
Management & Administration Fees		Home Office Expenses	
Repairs & Maintenance Expenses		Vehicle Expenses	
Supplies, Utilities & Office Expenses		TOTAL BUSINESS EXPENSES (C)	
TOTAL BUSINESS EXPENSES (B)			
TOTAL BUSINESS EXPENSES (A+B+C)			

I hereby certify that all the aforesaid information is true to the best of knowledge & belief. I further certify that I have in possession with me all the bills/vouchers/documents in support of all the expenses mentioned in this Form.

Signature _____

Name _____

Date _____