

VEHICLE EXPENSE WORKSHEET

TAXPAYER NAME: _____

Who can claim this (please check which situation applies to you):

Self-employed individuals:

You can deduct the percentage of your vehicle expenses associated with efforts made to earn business income.
 You can also deduct the full amount of parking fees incurred for business, as well as any additional business insurance required for your vehicle.

Employees and commissioned salespeople:

You can deduct vehicle expenses if all of the following apply:

- you are normally required to work away from your employer's place of business,
- you had to pay your own vehicle expenses under your contract of employment,
- you did not receive a non-taxable allowance from your employer,
- you received a signed T2200 form from your employer for the year.

If you are eligible to deduct vehicle expenses, we will need the following information from you:

VEHICLE

Year, Make & Model: _____

Additional Item(s):

- If you purchased or sold a vehicle during the year, we will need a copy of the Purchase or Sales Agreement.
- If you are claiming lease payments, we will need a copy of the Lease Agreement.

MILEAGE

Total KM driven during the year _____

* KM driven for business purposes _____

* Please be advised that CRA may ask to see support for the number of kilometres claimed for business purposes. As such, we strongly recommend that a log book be maintained which includes the following fields & information:

- date of trip
- trip destination
- purpose of trip
- number of KM driven

EXPENSES

	Total Expense (incl. GST/HST)	GST/HST Paid
Fuel and oil		
Maintenance and repairs		
Insurance		
Licence and registration fees		
Interest		
Leasing costs		
Parking fees (100% business use)		
Other:		

TOTAL REIMBURSEMENTS AND/OR

REBATES RECEIVED _____