

## Vehicle Expense Worksheet

### GUIDELINES/INSTRUCTIONS:

Employees and commissioned salespersons are eligible to deduct vehicle expenses if:

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

If you were self-employed, and use your vehicle for business and personal use, you can only deduct the part of the expenses that you paid to earn income. However, you can deduct the full amount of parking fees incurred for business, as well as supplementary business insurance required for your vehicle.

If you are eligible to deduct vehicle expenses, please provide us with the following information to assist us in preparing your tax returns:

- Please provide kilometers driven for business/employment purposes and total kilometers driven in the year
- Summary and/or receipts of vehicle expenses, such as fuel, insurance, repairs and maintenance, lease payments or financing costs
- Please provide the purchase/sale documents for any vehicle that was bought, leased or sold during the year

NOTE- A record of kilometres driven for business/employment purposes will be required to satisfy any CRA queries. Driving to/from your home to your regular place of business/employment is not considered to be for business/employment. It is recommended that a kilometre log book is maintained tracking business versus personal use.

The following can be used to assist you in summarizing your vehicle expenses:

Make/Model of vehicle: \_\_\_\_\_

Total kilometres travelled during year A \_\_\_\_\_ km

Total kilometres travelled for business/employment purposes B \_\_\_\_\_ km

Percentage- business use = B / A  %

<u>Expenses:</u>	<u>Including GST/HST</u>	<u>GST/HST Paid</u>
Fuel and oil	\$ _____	\$ _____
Insurance	_____	N/A
Interest and financing	_____	N/A
Lease payments	_____	_____
Maintenance and repairs	_____	_____
Other: (specify) _____	_____	_____
Total expenses	\$ _____	\$ _____
Percentage- business use (per above)	<input type="text"/> %	<input type="text"/>
<b>DEDUCTIBLE PORTION OF VEHICLE EXPENSES</b>	<b>\$ <input type="text"/></b>	<b>\$ <input type="text"/></b>

<u>Other costs related to vehicle travel:</u>	<u>Including GST/HST</u>	<u>GST/HST Paid</u>
Parking	\$ _____	\$ _____
Other: (specify) _____	_____	_____