



Automobile Expense Checklist

You can deduct motor vehicle expenses only when they are **reasonable** and you have **receipts** to support them.

To get the full benefit of your claim for each vehicle, keep a record of the total kilometers you drive and the kilometers you drive to earn business income.

For each business trip, keep a log listing the following:

- date
- destination
- purpose
- number of kilometers you drive.

Record the **odometer reading** of each vehicle at the start and end of the fiscal period.

If you **changed motor vehicles** during the fiscal period, record the dates of the changes and the odometer reading at the time you buy, sell, or trade the vehicle.

If you **use more than one motor vehicle** for your business, keep a separate record for each vehicle that shows the total and business kilometers you drive, and the cost to run and maintain each vehicle. Calculate each vehicle's expenses separately.

Description of automobile _____

Enter the kilometres you drove in the tax year _____

Enter the kilometres you drove in the tax year to earn income _____

Total Yearly Bills

Fuel & Oil _____
 Insurance _____
 Interest on Loan _____
 Lease Payments _____
 Licenses _____

Repairs and Maint. _____
 Other _____

Is this the same vehicle as last year? **Yes / No**

If No, please include the following:

- bill of sale
- financing agreement
- lease agreement
- estimate of vehicle value _____