

Business Use of Vehicle

Name: _____

Tax Year: _____

Purchase price of vehicle: _____
 Date acquired: _____
 Make/Model/Year: _____

Expense

Total for the Year \$

Fuel	
Insurance	
Interest on Vehicle Loan	
Lease (if vehicle not owned)	
Licence and Registration	
Repairs and Maintenance	
Other:	

Total

D

Kilometers Driven for Business	A	
Total Kilometers Driven for the Year	B	

Business Use Percentage **A ÷ B x 100% = C**

Business Use of Vehicle Claim Amount **D x C = E**

Parking	F	
Supplementary Business Insurance	G	

TOTAL MOTOR VEHICLE EXPENSES **E + F + G**

** While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.*