



1-705-878-3392



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87 Kent St. W Lindsay, ON K9V 2Y5



VEHICLE LOG BOOK

A GUIDE TO DEDUCTING
VEHICLE EXPENSES

income tax plus.

Vehicle Log Book

Client Name: _____

Home Address: _____

Telephone Number: _____

Email: _____

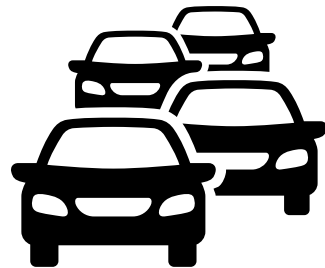
Tax Year: _____

income tax plus.

87 KENT ST. W
LINDSAY, ON
K9V 2Y5

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info@incometaxplusinc.ca



YEARLY VEHICLE EXPENSE TOTALS	
Fuel	\$
Repairs	\$
Insurance	\$
License Fees	\$
Parking + Washes	\$
Interest on Loan	\$
Lease Payments	\$
Highway Tolls	\$

KILOMETERS														
REASON														
TO ADDRESS														
FROM ADDRESS														
DATE														

VEHICLE INFORMATION

If you change motor vehicles during the year, record the odometer reading of each vehicle as well as the date of change.

If you use more than one vehicle to earn an income, **please use a separate vehicle log book for each vehicle.**

Please use a separate vehicle log book for each taxation year.

MAKE	
MODEL	
YEAR	
ODOMETER JAN 1 ST (OR BEGINNING OF USE)	
ODOMETER DEC 31 ST (OR END OF USE)	

Date of vehicle change: _____

- Fuel
- Maintenance and Repairs
- Insurance
- License and Registration Fees
- Eligible Interest paid on a Vehicle Loan
- Eligible Leasing Costs
- Capital Cost Allowance

As a Business Owner you are required to keep a vehicle log book even if your vehicle is 100% business use. A log book is the best evidence to support the business use of a motor vehicle. If you use a vehicle for personal and business use, a vehicle log book is the only way to accurately determine the percentage of business use to claim on your tax return.

- Driving back and forth from home to work is considered personal travel (commute). For business owners who travel to multiple places each day from their home, the first trip and the last trip of each day is considered your commute.
- Use apps like MileIQ or Triplog to track your kilometers and create a log book for you.

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KILOMETERS														
REASON														
TO ADDRESS														
FROM ADDRESS														
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DEDUCTING VEHICLE EXPENSES AS AN EMPLOYEE USING A T2200

You can deduct expenses you paid to run a motor vehicle you use to earn employment income. Your motor vehicle expenses include any HST you paid on these expenses. According to the CRA, you may deduct motor vehicle expenses if you meet the following conditions:

- You were normally required to work away from your employer’s place of business or in different places.
- Under your contract of employment, you have to pay your own motor vehicle expenses. You are not considered to have paid you own motor vehicle expenses if your employer reimburses your expenses, if your expenses exceed your reimbursement, you may be able to deduct the difference.
- You keep with your records, a copy of Form T2200, Declaration of Conditions of Employment, which has been completed and signed by your employer.
- You keep records, receipts, and an accurate vehicle log book of all motor vehicle expenses you wish to claim.

For more information, go to the Guide T4044 at [Canada.ca](https://www.canada.ca)

TIPS

- Driving back and forth from home to work is considered personal travel (commute). For workers who travel to multiple places each day from their home, the first trip and the last trip of each day is considered your commute.
- Use apps like MileIQ or Triplog to track your kilometers and create a log book for you.

[illegible][illegible]