

Vehicle Expense Worksheet

Tax filer name

Year

Vehicle Information

Make, Model and Year

Total kilometres driven for business

Purchase price, if purchased

Total kilometres driven

Date of purchase (YY-MM-DD)

If a leased vehicle, enter lease period

Allocation of expense (e.g. rental 50%, business 50%)

Vehicle Expenses

Fuel	License & registration	Repairs & maintenance
\$ _____	\$ _____	\$ _____
Parking	Auto insurance	Car washes
\$ _____	\$ _____	\$ _____
Lease payment, if applicable	Other, specify	Other, specify
\$ _____	\$ _____	\$ _____

Please refer to the explanation below of each category on the form. For those who would like us to summarize the income and expense, please refer to the following table regarding the documents to submit..

Category	Example(s)	Document to Submit
Vehicle purchase	<ul style="list-style-type: none"> • Vehicle purchases is used for business purposes 	<ul style="list-style-type: none"> • Vehicle purchase agreement (with vehicle model, purchase price, HST paid, date of purchase, financial terms if any)
Vehicle leased	<ul style="list-style-type: none"> • Vehicle leased is used fir business purposes 	<ul style="list-style-type: none"> • Vehicle leasing agreement (with vehicle, purchase price, HST paid, monthly lease payments and period of lease)
Fuel	<ul style="list-style-type: none"> • Fuel, gasoline, diesel oil for vehicle 	<ul style="list-style-type: none"> • Fuel receipts
Repairs and maintenance	<ul style="list-style-type: none"> • Oil change, vehicle maintenance , tire change 	<ul style="list-style-type: none"> • Invoice or receipt from service provider
Auto Insurance	<ul style="list-style-type: none"> • Insurance premiums paid for vehicle 	<ul style="list-style-type: none"> • Insurance policy
License and registration	<ul style="list-style-type: none"> • .License plate renewal ; vehicle registration fees 	<ul style="list-style-type: none"> • Receipts of payment
Parking	<ul style="list-style-type: none"> • .Parking fees paid 	<ul style="list-style-type: none"> • Parking receipts