

# Automobile Expense Checklist

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

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

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

- Date
- Destination
- Purpose
- Number of kilometers you drove.

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 kilometers you drove in the tax year to earn income \_\_\_\_\_

Enter the total kilometers you drove in the tax year \_\_\_\_\_

## Total Yearly Payments and Maintenance

Insurance	\$ _____	Fuel & Oil	\$ _____
Interest on Loan	\$ _____	Repairs & Maintenance	\$ _____
Lease Payment	\$ _____	Other	\$ _____
Licenses	\$ _____		\$ _____
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 \$ \_\_\_\_\_