

Vehicle Expenses for Business Use - Worksheet

If you are an employee or commissioned salesperson, you can deduct your motor vehicle expenses if you meet **all** of the following conditions:

- You are 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 did not receive a non-taxable allowance for motor vehicle expenses. Generally, an allowance is non-taxable when it is based solely on a reasonable per-kilometre rate.
- You keep with your records a copy of Form T2200, Declaration of Conditions of Employment, which has been completed and signed by your employer.

If you are self-employed, you can only deduct the part of your expenses that were paid to earn income. You can, however, deduct the full amount of parking fees incurred for business as well as supplementary business insurance required for your vehicle.

If you meet the eligibility criteria, please provide the following information to prepare your personal tax return:

- Summary and/or receipts of vehicle expenses (eg. fuel, insurance, repairs and maintenance, lease payments or financing costs)
- Purchase/sale documents for any vehicle bought, leased or sold during the year.

Use the following information to summarize your vehicle expenses:

Description and kilometres

Make/model/year _____ Date of acquisition: _____ Date of disposition (if in the tax year): _____

Kilometres driven in year to earn business income _____ km

Total kilometres driven in year _____ km

Percentage of business use (business-use kms/total kms) _____ %

| <u>Expenses</u> | <u>Total amount</u> | <u>GST Paid (included in Total)</u> |
|-------------------------------|---------------------|-------------------------------------|
| Fuel and oil | _____ | _____ |
| Interest | _____ | _____ |
| Insurance | _____ | _____ |
| Licence and registration fees | _____ | _____ |
| Maintenance and repairs | _____ | _____ |
| Leasing costs | _____ | _____ |
| Other expenses (specify) | _____ | _____ |
| Parking fees | _____ | _____ |
| Additional business insurance | _____ | _____ |
| (Less) Reimbursement, rebates | _____ | _____ |