

## Automobile Expense Checklist

You can claim expenses you incur to run a motor vehicle you use to earn business income.

Please note that although you do not need to provide us with all receipts, you should keep them for a minimum of seven years in case of an audit from CRA.

CRA recommends you keep a logbook of business travel to support your claim. They recommend you keep a log of the following for each business trip in the vehicle:

- Date
- Destination
- Purpose
- Number of Kilometres you Drove

Vehicle Information
Year and Make
Model
Acquisition Date
Disposition Date
Owned or Leased?
MSRP / Cost of Vehicle
Total Kilometres Driven in the Year
Kilometres Driven to Earn Business Income

Please fill out the Expense and GST/HST columns only if you are requesting a GST/HST rebate on the expenses.

Expenses	Amount Including GST/HST	Expense	GST/HST
Fuel and Oil			
Interest Paid on Car Loan			
Insurance			
License and Registration Fees			
Repairs and Maintenance			
Parking for Business Purposes			
Car Washes			
Other Expenses (specify)			