

Vehicle Expense Worksheet

(Year _____)

Vehicle Information

Business/Client Name: _____

Year _____ **Make** _____ **Model** _____ **Original Cost/Currency** _____

Date you began using the vehicle for business _____

Was the vehicle purchased/sold during the year? _____ If yes, please provide purchase/sale details

Do you maintain mileage logbooks for your vehicle use? _____

Do you have another vehicle available for personal use? _____

Proration Details

Did you receive an allowance or reimbursement from your employer? _____ If yes, provide amount _____

	<u>Current Year</u>	<u>Prior Year</u>
Total mileage for business only		
Total mileage for the year (all purposes)		
Total commuting mileage		

Expenses

Did you receive an allowance or reimbursement? _____ If yes, provide amount _____

Did you receive a signed Form T2200 from your employer? _____ If yes, please provide

	<u>Current Year</u>	<u>Prior Year</u>
Fuel/oil		
Insurance		
Maintenance/Repairs		
Licensing/Registration Fees		
Interest		
Leasing Fees		
Other (describe)		