

# 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>
<b>Total mileage for business only</b>		
<b>Total mileage for the year (all purposes)</b>		
<b>Total commuting mileage</b>		

## 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>
<b>Fuel/oil</b>		
<b>Insurance</b>		
<b>Maintenance/Repairs</b>		
<b>Licensing/Registration Fees</b>		
<b>Interest</b>		
<b>Leasing Fees</b>		
<b>Other (describe)</b>		