

## 2025 AUTOMOBILE EXPENSE SCHEDULE

Name: \_\_\_\_\_

### AUTO INFORMATION:

Make \_\_\_\_\_

Year \_\_\_\_\_

Purchase cost (incl. taxes)

Proceeds, if sold

**Total kms. this year**

**Business kms. this year**

Amount of reimbursements

Monthly allowance

Per km allowance

Amount included on T4

### AUTO EXPENSES

Fuel

Maintenance and repairs

Car insurance

Licence and registration

Interest

Washes

Leasing costs

CAA

Other:

If you changed vehicles during the year please provide purchase documents and sales documents, if applicable.

If you entered into a new lease please provide a copy of your lease agreement.

Canada Revenue Agency requires that you maintain a log where you record your business trips and personal use of the vehicle. We encourage you make sure that you have such records available.

Canada Revenue Agency requires an employee who claims business travel expenses to have a signed form T2200, Declaration of Conditions of Employment. Please provide us a copy of this form.