



Certified General
Accountants of Ontario

Auto Expense Record

A taxpayer who uses a vehicle (owned or employer provided) for both business and personal use and is required to do so under a contract of employment needs to keep a log of kilometres driven for personal and business use.

Use this template to make this task easier and more convenient, either by printing a copy to keep in your car's glove compartment or downloading a copy onto your computer system.

Name _____

Address _____

City/Town _____ Postal Code _____

Telephone _____

Email _____

Vehicle Registration _____

Insurance Agent _____

Insurance Policy # _____

Licence Plate _____ Model _____ Year _____

Date(s)

From _____ To _____

Auto Expense Record

Day	Start	End	Business	Personal
			Total	

Auto Expense Record

Day	Start	End	Business	Personal
			Total	

Fuel/Other Expenses		
Item	Litres/Gallons	Amount
Total		

Fuel/Other Expenses		
Item	Litres/Gallons	Amount
Total		

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Item	Litres/Gallons	Amount
Total		

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