

# Employee Vehicle & Home Office Expenses

**\*Completed & Signed T2200 from employer required\***

In order to claim employment use of a personal vehicle, you are required by CRA to keep a km log for each business trip & all receipts that pertain to your vehicle during the applicable employment months in the tax year.

<b>VEHICLE INFO</b>	YEAR / MAKE / MODEL	
	DATE PURCHASED	
	PURCHASE PRICE (attach agreement if in tax year)	
<b>VEHICLE EXPENSES (including taxes)</b>	TOTAL KMS DRIVEN IN YEAR (odometer readings start & end)	
	BUSINESS KMS IN YEAR (travel log or tracking)	
	FUEL COSTS	
	REPAIRS & MAINTENANCE	
	INSURANCE	
	LEASE PAYMENTS (attach lease agreement)	
	INTEREST PAID ON CAR LOAN	
	PARKING	
	OTHER	

Please include full totals for the year and we will reduce these numbers to business percentage.

<b>HOME OFFICE</b>	SQ FT OF HOME USED FOR BUSINESS	
	TOTAL SQ FT OF HOME	
	GAS	
	ELECTRICITY	
	WATER	
	INSURANCE (Commission Employees only)	
	PROPERTY TAXES (Commission Employees only)	
	STRATA FEES	
	INTERNET	
	RENT	
	MAINTENANCE OF WORK SPACE	
	OTHER	

Please include full totals for the year and we will reduce these numbers to business percentage.

**CELL PHONE**

**BUSINESS USE %** \_\_\_\_\_

**\$** \_\_\_\_\_

**Tax return prepared based on information provided.  
Keep all receipts for 6 years in case of CRA review.**

**The Tax Pros Income Tax Service**

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