



Vehicle expense worksheet for employees who receive a T4

**You MUST provide a T2200 (declaration of conditions of employment) filled out by employer to claim these expenses. Please submit T2200 with this form annually **

To be eligible for these expenses you must be:

- *Normally required to carry on the duties of employment away from your place of business, or in different places, and*
- *Required under the contract of employment to pay motor vehicle expenses incurred in the performance of the duties of employment*

Name: _____ **Year:** _____

Car type (Make, Model, Year): _____

Number of Kilometers driven to earn income in year: _____

Total Kilometers driven in year: _____

Please note, The employee must track their vehicle expenses for the entire year, and must track their kilometers related to use of the vehicle for earning employment income, by use of a trip log. Travel to and from the place of work is not considered use for employment. The CRA may request a copy of this log in the case of audit.

Please enter the **total** amount spent in calendar year on the following applicable categories (**including GST**). WTS will calculate the amount that you can claim on your tax return:

Gas and oil _____

Maintenance and repairs _____

Insurance _____

License and Registration _____

Interest on car loan _____

Other car expenses. Amount and description:

If you purchased your car this year:

Amount Car was Bought for: _____ Date of Purchase: _____

If your car is leased

Date lease began _____ Date lease terminated _____

lease payments made current year _____

lease payments deducted prior year _____