

Automobile Mileage Log

This is an example of a vehicle log that contains the information required to support a claim for input tax credits of the use of a vehicle. This vehicle log has been provided for your convenience. It does not replace the need to retain all records that pertain to the operation of the vehicle.

This is how to complete the log: (refer to the attached example)

1. Record the name and address of the vehicle owner and the GST registration number.
2. Record the make and year of the vehicle.
3. Begin a new page for each month of the log.
4. For each trip during the month, record:
 - a. The date of the trip and the odometer reading at the beginning of the trip.
 - b. The point of origin (place trip began), a description of the trip, and the nature of the goods/services involved.
 - c. The odometer reading at the end of the trip and how many kilometres were driven.
 - d. Allocate on a reasonable basis the amount of kilo metres driven for business use and the amount for non-business use. Combined trips for personal and business use require an allocation be made since it is not entirely business use.
5. At the end of the month complete the Summary Section as follows:
 - a. Record the vehicle odometer reading at the end of the month in space 'A'.
 - b. Subtract 'B' from 'A' to get the total kilometres driven and record this amount in space 'C'.
 - c. Add total distance traveled for business from column 'Bus. KM' and enter in space 'D'.
 - d. Multiply space 'D' by 100 and divide this total by the total in space 'C' to get the percentage of business use for the vehicle. Record this amount in space 'E'.

EXAMPLE OF A VEHICLE LOG

Driver: John Doe GST#: R123456789
Address: Anyplace, Alberta VEHICLE: Ford F150

Date month/day)	Description of Trip	Goods/Services Passenger Carried	Point of Origin	Destination	Odometer Reading		Distance Driven (km)	Business Use (km)	Non Business Use (km)
					Start (km)	End (km)			
110	Auction to check for Truck	None	Home	Westlock	12,500	12,530	30	30	
111	Auction to buy combine header	Combine header	Home	Edmonton	12,530	12,580	50	50	
111	Zeller - purchase clothing	Purchases	Edmonton	Edmonton	12,580	12,596	16		16
111	Buy twine	Twine	Edmonton	Morrinville	12,596	12,629	33	33	
111	Take farm hands to field	3 workers	Morrinville	Westlock	12,629	12,680	51	51	
113	Bank	Deposit book	Home	Westlock	12,680	12,710	30	15	15
113	Check cattle	None	Home	Field 1	12,710	12,742	32	32	
114	Dentist	Wife	Home	Edmonton	12,742	12,792	50		50
116	Bank and pick up parts	Parts	Home	Westlock	12,792	12,822	30	15	15
116	Dinner	Wife	Home	Westlock	12,822	12,852	30		30
119	Move cattle	Cattle and trailer	Home	Rosington	12,852	12,932	80	80	
120	Bank and mail	Deposit book and mail	Home	Westlock	12,932	12,962	30	15	15
121	Sell feeders	Cattle and Trailer	Home	Edmonton	12,962	13,012	50	50	
121	Fishin!! trip	Son	Home	Muskeg Lake	13,012	13,160	148		148
122	Tractor parts	Parts	Home	Westlock	13,160	13,190	30	30	
123	mail and tractor parts	Mail and tractor parts	Home	Westlock	13,190	13,220	30	15	15
125	Coffee shop	None	Home	Clyde	13,220	13,248	28		28
128	Purchase cultivator	Cultivator	Home	Red Deer	13,248	13,748	500	500	
					Total Distance		1,248	916	332

A. Odometer Close: 13,748
B; Odometer Start C: 12,500
Total Km Driven 0: 1,248
Business Km: 916
E: Business Use D/C x 100 73%

Automobile Mileage Log

Name: _____

GST#: _____

Address: _____

Vehicle: _____

[illegible]

Automobile Mileage Log Summary Sheet

Name:

GST#:

Address:

Vehicle:

Summary for Month of	A	B	C	D	E
	Odometer Reading End of Month	Odometer Reading Beginning of Month	Total Kilometers Driven in Month (B-C)	Total Business Kilometer Travelled (From Automobile Log)	Percentage Usage (D x 100 / C)
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					