Vehicle log and costs

For a car you use for your business, or for a job that requires you to drive.

How to use this worksheet

1. Type in the shaded boxes. Leave a box empty if it does not apply.
2. Totals add up by themselves in Adobe Acrobat Reader (free). In other apps, just leave them; we add them up.
3. Fill in the trip log pages at the end as you drive.
4. Save the PDF and upload it in your organizer, with your receipts and slips.

You type here | *Example* Shows the format | Adds up by itself

1. Your vehicle

Make, model and year		*For example: Honda Civic 2022*
Bought, leased or financed?		
Gas, hybrid or electric?		
Date you got it (if in 2026)		*Type like 2026-04-15*
Price before tax		*If bought or financed: the purchase price. If leased: the manufacturer's list price (MSRP) on the lease.*
Lease or loan start date		*From your contract*
Lease or loan end date		*From your contract*
Monthly payment		*Lease or loan payment, with tax*

2. Kilometres

Look at the odometer (the km on your dashboard). A phone photo at the start and end of the year helps.

Odometer on January 1, 2026		
Odometer on December 31, 2026		
Total km driven in 2026		
Your own work-km total (optional)		*Only if you kept your log somewhere else*
Work km		*From the trip log, unless you typed your own total*
Work share		

3. Car costs for the whole year

Enter the full amount for the year. We work out the work part.

Cost	What counts	Amount paid in 2026
Gas	*Receipts, or your bank and credit card statements*	
Charging an electric car	*Public charging, and home charging if you can show it (a separate meter or app)*	
Insurance	*Yearly premium, including extra business-use coverage*	
Licence and registration	*Plate sticker, registration, driver's licence for a commercial vehicle*	
Maintenance and repairs	*Oil changes, tires and storage, car washes, repairs, inspections*	
Lease payments	*Monthly payment x months*	
Interest on a car loan	*Interest only. Your lender's statement shows it.*	
Roadside assistance	*CAA or similar*	
Other	*Please explain in the notes below*	
Total		

Cost	These count in full	Amount paid in 2026
Parking for work	*Only parking for work trips (not at your regular workplace)*	
Tolls for work	*Only tolls for work trips (407 ETR and others)*	
Total		

Work part of your car costs (rough) *We add depreciation (CCA) if you own the car.*

Not deductible

Driving from home to your regular workplace, traffic and parking tickets, the part of a loan payment that pays down the loan.

Notes for us

Anything we should know. For example: "I sold the old fridge" or "The tenant moved out in June."

Done? Save this PDF and upload it in your organizer, with everything else.
Questions? 343-777-9845 · hello@mbcorp.ca

Vehicle trip log

Write down each work trip. A notes app or your calendar is a good place to start.

How to use this worksheet

1. One row for each work trip. Driving from home to your usual workplace does not count.
2. Add the km. The total goes to the summary by itself.
3. Need more rows? Use a second copy of this PDF.

You type here *Example* Shows the format Adds up by itself

Work trips in 2026

Why (who you met, what you picked up)	Date	From	To	Km
Meeting with ABC Ltd	2026-01-08	*Home*	*Client office*	34

Why (who you met, what you picked up)	Date	From	To	Km

Why (who you met, what you picked up)	Date	From	To	Km

Why (who you met, what you picked up)	Date	From	To	Km

Total work km

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