

CRA mileage log checklist

For the self-employed claiming vehicle expenses on the T2125. One page, to keep with your records.

For every business trip

- ☐ Date
- ☐ Destination
- ☐ Purpose (the client and the reason, not just "meeting")
- ☐ Kilometres driven

For the year, per vehicle

- ☐ Odometer reading at the start of the fiscal period, with the date
- ☐ Odometer reading at the end of the fiscal period, with the date
- ☐ Total kilometres driven, and business kilometres, so the business-use share can be worked out
- ☐ A separate log for each vehicle

Receipts to keep

- ☐ Fuel or charging
- ☐ Insurance
- ☐ Licence and registration
- ☐ Maintenance and repairs
- ☐ Loan interest or lease payments
- ☐ Business parking (deducted in full, not as a share)

Before you file

- ☐ The drive from home to a regular workplace is in the log as personal, not business
- ☐ Every trip is decided: business or personal
- ☐ Records are kept for six years from the end of the tax year
- ☐ After one full year of records, a three-month sample log is accepted in later years if business use stays within 10 percentage points of that year