



The
AUTO
Toolkit

Auto Log for the month(s) of

202__

- Use a mileage app to track your business mileage.**
- Self employed persons with business premises away from home.**
Mileage to/from the business premises is not considered a business expense. Make trips to/from your business premises deductible by making a business stop en route.
- Self-employed persons with business premises in home.**
Business mileage commences from home. Make your personal mileage deductible by running personal errands while driving for business purposes.

- Employees.** Mileage to/from work is not considered a business expense. Maximize employment related travel by making all business calls at the beginning and end of the day, thereby making to/from work count as travel for employment purposes. (Employer certification required to qualify for a tax deduction).
- Don't forget to add mileage on all business errands.** e.g. to the bank, the mailbox, the office supplies store, the accountant's office, to/from business lunches/functions.

This information is current to March 2020. It is of a general nature and is not intended to address the specific circumstances of a particular individual. You should not act on this information without appropriate professional advice after thorough examination of a particular situation. E&OE

Date	Destination	Purpose (if not obvious)	Ending Km	Starting Km (subtract)	Business Km
			Total business mileage		
				Odometer reading at the end of the month	
				Odometer reading at the beginning of the month	
			Total mileage driven		