



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.

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