Next Gen Business Solutions Inc.

CRA-Compliant Mileage Log

The logbook for the full 12-month period must be kept for a period of six years from the end of the tax year for which it is last used to establish business use.

If you use more than one motor vehicle for your business, keep a separate record for each vehicle that shows the total and business kilometres you drive, and the cost to run and maintain each vehicle. Calculate each vehicle's expenses separately. **Motor Vehicle Records-full Logbook**

How to use this log: *Record date, destination, business purpose, kilometres, and starting/ending odometer for each business trip. Keep receipts for fuel and maintenance separately. For CRA, maintain a full-year base log; later years can use a 3-month sample if representative.*

Vehicle/Plate *Year/Make/Model*

Period From *Period To*

Date	*Start Odometer*	*End Odometer*	*Business km*	*From*	*To*	*Purpose / Client*

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Opening Odometer		*Closing Odometer*		*Total Business km*	

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