

**2011 Annual Automobile Logbook**

Month	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres
	Begin	End			
January	-	-	-	-	-
February	-	-	-	-	-
March	-	-	-	-	-
April	-	-	-	-	-
May	-	-	-	-	-
June	-	-	-	-	-
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-

**Total for the year:**

**Number of days in the year the automobile was available to the employee:**

<b>Information relating to the employee</b>	
Name:	<input type="text"/>
Address:	<input type="text"/>
Office telephone number:	<input type="text"/>
Fax number:	<input type="text"/>
E-mail:	<input type="text"/>
Driver's licence number:	<input type="text"/>

<b>Information relating to the automobile</b>	
Make / model / year:	<input type="text"/>
Serial number:	<input type="text"/>
Licence number:	<input type="text"/>
Date of purchase / lease:	<input type="text"/>
Purchase / leasing cost (taxes included):	<input type="text"/>
Insurer:	<input type="text"/>
Insurance policy number:	<input type="text"/>

**Notice to user**

This logbook is intended to help employees and employers to comply with both federal and Quebec tax rules dealing with the use of automobiles made available to employees. This logbook is not intended to be used for the computation of the stand-by charge or the automobile operating expense benefit.

The CRA requires individuals to keep a logbook of their driving. To reduce the recordkeeping burden to small business owners, the 2008 federal budget proposed the introduction of a simplified logbook. The CRA will undertake consultations with key stakeholders, including the Canadian Federation of Independent Business, and will implement a revised administrative policy in 2009.

Starting in 2009, businesses can choose to maintain a full logbook for one complete year to establish the business use of a vehicle in a base year. After one complete year of keeping a logbook (starting in 2009 or thereafter) to establish a base year, a three month sample logbook can be used to extrapolate business use for the entire year, providing the usage is within the same range (within 10%) of the results of the base year. Businesses will need to demonstrate that the use of the vehicle in the base year remains representative of its normal use.

Latest update: November 2011

2011 Monthly Automobile Logbook - January

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1					-			
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Total for the month:

Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - February

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
4					-			
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Total for the month:

Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - March

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
4					-			
5					-			
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Total for the month:

Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - April

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
4					-			
5					-			
6					-			
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Total for the month: 

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Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - May

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
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Total for the month:

Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - June

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
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Total for the month:

Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - July

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
4					-			
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Total for the month:

Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - August

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
4					-			
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Total for the month:

Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - September

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
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Total for the month:

Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - October

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
4					-			
5					-			
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Total for the month:

Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - November

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
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Total for the month: 

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Number of days in the month the automobile was available to the employee:

2011 Monthly Automobile Logbook - December

Date	Place of Departure	Place of Destination	Odometer		Total Kilometres	Employment Kilometres	Personal Kilometres	Justification (name and address of client)
			Begin	End				
1			-		-			
2					-			
3					-			
4					-			
5					-			
6					-			
7					-			
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Total for the month:

Number of days in the month the automobile was available to the employee: