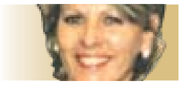

Gloria Munro CGA
T 604.434.6620
F 604.434.6626
gloria@munrocga.com

North Road Plaza
9912 Lougheed Highway
Burnaby, BC V3J 1N3

Munro & Company CGA

The AUTO Toolkit

Auto Log for the month(s) of 200__

- **Keep your auto log in your car.**
- **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 January 2008. 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	