

# MILEAGE INVOICE

This form should only be completed by an employee/director of a corporation to charge their company for the mileage of a personal vehicle (not registered/insured in the company name) being used for business purposes. Not to be used if your company is a sole proprietorship.

From: \_\_\_\_\_ (Your name)

To: \_\_\_\_\_ (Your company name)

Invoice Date: \_\_\_\_\_ (last day of period being invoiced for)

Invoice Period: \_\_\_\_\_ to \_\_\_\_\_ (Usually by month)

Total KMs Invoiced During the Period: \_\_\_\_\_ (See note 1 below)

X \$ \_\_\_\_\_ (See note 2 below)

Total Amount Being Invoiced: = \$ \_\_\_\_\_

*Note 1: This amount is to be supported by a mileage log which is maintained by client and presented to a CRA agent at time of an audit.*

*Note 2: You cannot claim more than the amount detailed by the CRA. Google CRA mileage rate for the year in question, i.e. "2024 CRA mileage rate". These amounts change every year. Special attention must be given to the cap of the high rate. The CRA describes 1 rate for the 1<sup>st</sup> 5,000 kms and a separate amount on all kms there after (per calendar year), this must be tracked and adjusted by the client once the 5,000 kms is reached. If you wish, you can claim any amount less than the prescribed CRA amounts.*



This document courtesy of A-1 Bookkeeping Services Incorporated