

Last name, first name: _____

File number (CP12): _____

Month and year:

Enter your vehicle's odometer reading on the 1st of the month: km The odometer reading entered must be the same as the reading on the last day of the preceding month.

- You must complete the table found below for all trips made for business purposes.
- The cost of travel between your home and your place of work is considered a personal expense. However, if your place of work is in your home, your travel expenses are admissible as incurred.
- The following documents must be available for verification purposes and you may be asked to provide them: fuel receipts, maintenance receipts, repair receipts, registration renewal notice, driver's licence renewal notice, automobile insurance policy, leasing agreement, statements related to a loan used to purchase vehicles used for business purposes, etc.

	Date (day)	Departure point (number, street name, city, postal code)	Arrival point (number, street name, city, postal code)	Reason for the travel	Odometer reading at departure (km)	Odometer reading at arrival (km)	Distance travelled (km)	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
							Total	

Indicate the odometer reading of the vehicle on the last day of the month: km The reading must be the same as the reading for the 1st day of the next month.

Solemn affirmation

I hereby affirm, as if under oath, that the information provided in this form is true and complete, and agree to inform the Ministère du Travail, de l'Emploi et de la Solidarité sociale without delay of any change in this information.

_____ Date

_____ Your signature

_____ Signature of your spouse

Protection of personal information

The personal information collected in this form is required by the Ministère du Travail, de l'Emploi et de la Solidarité sociale in the exercise of its functions. Access to the information is restricted to the persons who are authorized to consult it as part of their employment duties. You are entitled to be informed about the information concerning you held by the Ministère, to receive such information and to request corrections, by submitting a written request to the person in charge of access to documents and the protection of personal information.

