

## MOTOR VEHICLE LOGBOOKS

Where motor vehicle expenses are being claimed, one method of substantiating is to maintain a log book. A log book is a written record of your business use of a vehicle over a period of at least 12 continuous weeks, which should be indicative of the whole year of your business travel.

You must maintain a log book:

- \* in the first year you claim a deduction for your vehicle using this method; and
- \* in every fifth year after the last log book was maintained.

It must be kept for a period of two years after the latest income year for which you relied on it to support your calculation of the business use percentage of your vehicle or until a dispute with the Australian Taxation Office is resolved (if it is greater than the five year period).

Other methods of substantiating motor vehicle deductions can be used if you do not wish to maintain a log book.

Please contact our office for further information, on 44555 333. Or call by and collect your motor vehicle log book.

### How to complete your motor vehicle log book

*Before your start your business trip:*

- ① Enter the date on which you start your trip
- ② Record the odometer reading

*At the conclusion of your trip:*

- ③ Enter the date on which you end your trip
- ④ Record the odometer reading

- ⑤ Calculate the difference between the Start figure and the Finish figure in the Odometer Reading column. Insert the amount (the actual kilometres travelled) in the kilometres travelled column.
- ⑥ Enter the reason for making this trip in the Purpose of Trip column.
- ⑦ Optional – no longer required by the Act. Record the driver's name and the date entry is made. The person entering the information can sign in the last column.

	Date of Trip		Odometer Reading		Kilometres Travelled	Purpose of Trip	(Optional)		
	Began	Ended	Start	Finish			Driver Name	Date Entered	Signature
1	①	②	③	④	⑤	⑥	⑦	⑦	⑦
2	25/2	25/2	365.00	36545	45	Conference	Tom Jones	25/3	

At completion of 12 weeks, summarise the difference between Odometer (start and end of period), and based on 'business' kms, calculate your business and private percentage use of vehicle. Again, remember that a log book must be completed at a minimum once every 5 years!

The business percentage should then be used in your 'annual declaration'.



**Vehicle Expense Log (this should be completed for all costs associated with running your vehicle on an annual basis)**

Year \_\_\_\_\_

	Date of		Supplier	Description of Expense	Amount	Driver Details (Optional)		
	Expense	Invoice				Driver Name	Date Entered	Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Total this page (\$)								
Progressive total (\$)								

**Annual Declaration – Log Book Claim**

This must be completed annually as part of a ‘log book’ motor vehicle claim.

Vehicle Make ..... Model No: .....

Registration No. ....

Odometer (start of year).....

Odometer (end of year).....

**Motor Vehicle Expense  
Annual Calculations of Tax Deductions**

\$

Operating Costs (Derived from vehicle expense log)

- Fuel/Oil
- Repairs/Serviceing
- Registration
- Insurance
- Depreciation
- Lease Charges
- Other

Total Costs

Percentage (business) – based on log book \_\_\_\_\_%

Total Claim for Tax Purposes \_\_\_\_\_

*I understand the log book and odometer record requirements*

*Dated this                      day of                      20*

*Signed*