

(CAR LOGBOOK)

Car logbook

To claim car costs at the work use % of running costs like fuel, rego, insurance and services, and ownerships costs of finance interest and depreciation, you need to complete a valid car logbook.

The logbook must cover at least 12 continuous weeks, which once completed will last for five years (unless you have significant business/work changes which will affect the amount you use the car for business/work purposes).

If you are using the logbook method for two or more cars, the logbook for each car must cover the same period.

If you have not kept a logbook since 2007/08, you must complete a new logbook for 2012/13. If you do not have a valid car logbook less than five years old for 2012/13, you cannot use the 'logbook' method. You must use an alternative car claim method, which usually results in a reduced tax deduction.

Logbook entries

Your logbook must also show details of each business trip. You must write down:

- The date the journey began and the date it ended
- The car's odometer readings at the start and end of the journey
- How many kilometres the car travelled on the journey, and
- The reason for the journey.

The logbook entries must be made at the end of the journey, or as soon as possible afterwards, and they must be in English. Your records must also show the make, model, engine capacity and registration number of the car.

Note – you do not have to complete any private travel trips in the car.

If you are using the logbook method for two or more cars, the logbook for each car must cover the same period.

Below is an example of the details you need to record, which we recommend you buy a car logbook from your local petrol station to complete these details.

Date	Odo-Start	Odo-End	Total	Reason of business travel

If you have any queries, please dont hesitate to call Account(able) Accountants.

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