



Sangelictax  
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Angelo Sangiorgi b.bus (acc) MNIA  
Registered Tax Agent  
PO Box 3610 Caroline Springs VIC 3023  
Mobile: 0439 536 596  
Email: [angelo@sangelictax.com](mailto:angelo@sangelictax.com)  
Website: <http://www.sangelictax.com>  
" Service with a Sangelic Touch "

## Motor Vehicle Expense Worksheet Logbook Method

Client Name: \_\_\_\_\_

Tax File Number: \_\_\_\_\_

### Your logbook

Your logbook is valid for five years. If this is the first year you are using this method, you must have kept a logbook during the specified tax year, the logbook must cover at least 12 continuous weeks.

#### **If NOT you must choose the other alternative methods**

If you started to use your car for business purposes less than 12 weeks before the end of a specified tax year, you are able to continue to keep a logbook into the next year that your logbook covers the required 12 weeks. If you want to use the logbook method for two or more cars, the logbook for each car must cover the same period.

Where you have kept a logbook it must contain the following information:

- when the logbook period begins and ends
- the car's odometer readings at the start and end of the logbook period
- the total number of kilometres that the car travelled during the logbook period
- the number of kilometres travelled for work activities based on journeys recorded in the logbook.

If you made two or more journeys in a row on the same day, you can record them as a single journey

- the business use percentage for the logbook period.

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- the business use percentage for the logbook period.

If you established your business use percentage using a logbook from an earlier year, you need to keep that logbook and maintain odometer records. Pre-printed logbooks are available from stationery suppliers. **Note\*\* I have included Logbook Record Worksheet which you can print/photocopy additional copies for your own circumstances see below for further details \*\***

The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.



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## Motor Vehicle Expense Worksheet Logbook Method...contd

Client Name: \_\_\_\_\_

Tax File Number: \_\_\_\_\_

### Logbook entries

Your logbook must 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,
- 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.

### Odometer records

You must keep written odometer records for the period you owned or leased the car during the year. You need to record:

- the car's odometer readings at the start and end of the period, and
- the make, model, engine capacity and registration number of the car.

### Working out your claim

Once you have worked out your business use percentage, you can apply it to your car expenses. You need to keep written evidence of all your car expenses except fuel and oil costs – for example, for registration, repairs, interest and insurance.

There are two ways to work out your fuel and oil costs:

- use your fuel and oil receipts, if you have them
- make a reasonable estimate based on your odometer

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## Motor Vehicle Expense Worksheet Logbook Method...contd

Client Name: \_\_\_\_\_

Tax File Number: \_\_\_\_\_

**\*\*Note\*\*** Please advised if you have acquired and/or sold a motor vehicle during the year

Method Chosen :

Vehicle Make :	Vehicle Model :
Registration :	Date Purchase :
Purchase Price :	Purchased or Leased? :
Engine Capacity i.e. 1800cc:	Date Sold (if applicable) :

Usage % : i.e. 60% Business 40% Private - write below	
Business % :	Private % :

Odometer Readings for the year from your logbook records	
Opening :	Closing :

Kilometres Travelled for the year from your logbook records	
Business :	Private :

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## Motor Vehicle Expense Worksheet Logbook Method...contd

Client Name: \_\_\_\_\_

Tax File Number: \_\_\_\_\_

Logbook Record :

Vehicle Make :	Vehicle Model :
Registration :	Date Purchase :
Purchase Price :	Purchased or Leased? :
Engine Capacity i.e. 1800cc:	Date Sold (if applicable) :

Date of Trip	Odometer Readings		Work Business Kilometres Travelled	Private Kilometres Travelled	Driver's Name	Signature
	Opening	Closing				

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## Motor Vehicle Expense Worksheet Logbook Method...contd

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Logbook Record Running Costs for the year :

Running Costs	Running Costs \$	Running Costs	Running Costs \$
i.e. Petrol	\$	Lease Payments	\$
Registration	\$	Depreciation	\$
Repairs & Maint		Hire Purchase	
- Tyres	\$	Chrgs	\$
- Service	\$	Other	\$
- Batteries	\$	Other	\$
Others etc	\$	Other	\$
Insurance	\$	Other	\$
Interest on Loan	\$	Other	\$
<b>Total Running Costs</b>			<b>\$</b>

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