

## LOGBOOK METHOD

This method is based on the business use percentage of the expenses for the vehicle.

To work out your business use percentage, you need a logbook and the odometer readings for the logbook period.

***Your logbook is valid for 5 years.***

Operating costs which you can claim a percentage of:

- Fuel and oil (based on your actual receipts or an estimate based on the odometer readings for the full year)
- Registration
- Insurance
- Interest or Leasing Charges
- Repairs and Maintenance
- Tyres

You will need to have written evidence for all expenses (other than fuel and oil) for the vehicle.

The logbook **must** show:

- The make, model, engine capacity and registration number of the vehicle
- The start and end date of the logbook and the odometer readings on those dates
- The total number of kilometres for the logbook period
- The total number of kilometres travelled for work for the logbook period
- The business use percentage for the logbook period
  - Your business use percentage is the number of kilometres you travelled for work in the period divided by the total number of kilometres in the period.
- Odometer readings for the full year, for every year you intend to use the established business use percentage

### Each entry in the logbook must show:

The date of the journey

The odometer readings at the beginning and the end of the journey

The number of kilometres travelled on the journey

The reason for the journey

*ddpartners*  
taxation services pty ltd

**VEHICLE LOG BOOK**

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| Date of Travel |           | Odometer Reading |           | Kilometres Travelled |         | Purpose of Trip                    |
|----------------|-----------|------------------|-----------|----------------------|---------|------------------------------------|
| At Start       | At Finish | At Start         | At Finish | Business             | Private |                                    |
| 20/7/201       | 20/7/201  | 220051           | 220072    |                      | 21      | DRIVE FROM HOME TO WORK            |
| 20/7/201       | 20/7/201  | 220072           | 220082    | 10                   |         | DRIVE TO VISIT CLIENT              |
| 20/7/201       | 20/7/201  | 220082           | 220097    | 15                   |         | PICK UP SUPPLIES THEN BACK TO WORK |
| 20/7/201       | 20/7/201  | 220097           | 2200118   |                      | 21      | DRIVE FROM WORK TO HOME            |
|                |           |                  |           |                      |         |                                    |
|                |           |                  |           |                      |         |                                    |
|                |           |                  |           |                      |         |                                    |
|                |           |                  |           |                      |         |                                    |