

YOUR LOGBOOK
Must show every trip you make during the 12 week logbook period.
You must write down: <ul style="list-style-type: none"> The purpose of the journey (such as a description of the business reason, who you visited or whether it was for private purposes) start and end date of the journey odometer readings at the start and end of the journey business and or personal kilometres travelled.
The log book information must be in English and entries must be made and signed for at the time of the trip or as soon as possible afterwards.

CALCULATING YOUR BUSINESS USE OVER 12 CONTINUOUS WEEKS			
Opening Odometer	kms	Total Business Kms	kms
Closing Odometer	kms	Closing Odometer	kms
Total Kms Travelled	kms	Total Kms Travelled	%

ODOMETER READINGS (for FBT and tax purposes)			
31 March 202....	kms	30 June 202....	kms
31 March 202....	kms	30 June 202....	kms
31 March 202....	kms	30 June 202....	kms
31 March 202....	kms	30 June 202....	kms
31 March 202....	kms	30 June 202....	kms

YOUR DETAILS	
Driver's Name	
Home Address	
Phone	

VEHICLE DETAILS			
Make, Model, Year		Registration Number	
Purchase Date and Odometer	/ / kms	Purchase Price	\$
Sale Date and Odometer	/ / kms	Sale Price	\$

REPLACEMENT VEHICLE (provide tax invoice & finance documents)			
Make, Model, Year		Registration Number	
Purchase Date and Odometer	/ / kms	Purchase Price	\$
Each logbook you keep is valid for 5 years, but you may start a new logbook any time.			
If you establish your business use % using a logbook from an earlier year, you must keep that logbook and maintain odometer readings in the following years.			
If you have two or more cars, the logbook for each car must cover the same 12 week period and should be representative of the business use of all cars.			

