

## C - 2022 MOTOR VEHICLE WORKSHEET

**NOTE - In general, travel from home to work and back home is not allowable as a deduction.**

<b>Name</b>	<input style="width: 100%;" type="text"/>				
<b>Vehicle Make</b>	<input style="width: 100px;" type="text"/>	<i>Model</i>	<input style="width: 100px;" type="text"/>	<b>Registration No</b>	<input style="width: 100px;" type="text"/>
<b>Date Aquired</b>	<input style="width: 100px;" type="text"/>	<b>Purchased</b>	<input style="width: 50px;" type="text"/> YES <input style="width: 50px;" type="text"/> NO	<b>Leased</b>	<input style="width: 50px;" type="text"/> YES <input style="width: 50px;" type="text"/> NO
<b>Purchase Price</b>	<input style="width: 100px;" type="text"/>	<b>Engine Capacity</b>	<input style="width: 100px;" type="text"/>	le 1800cc	
<b>If Sold during the year, date of Sale</b>	<input style="width: 150px;" type="text"/>			<b>Proceeds on sale</b>	<input style="width: 100px;" type="text"/>
<b>Odometer start</b>	<input style="width: 150px;" type="text"/>	<b>Odometer End</b>	<input style="width: 150px;" type="text"/>		

DETAIL THE WORK RELATED ACTIVITIES FOR WHICH YOU USE YOUR CAR

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### CAR EXPENSE CLAIM METHODS

**1. CENTS PER KILOMETRE METHOD**

(Business kilometres travelled during the year cannot exceed 5,000 km p.a.)

Advise number of kms travelled \_\_\_\_\_ kms

Please detail how you arrived at your estimate of business kms travelled and keep a record to substantiate your claim

**2. LOG BOOK METHOD**

(A Log Book must be kept for a period of 12 weeks in any five years to substantiate the claim under this method)

Complete running costs schedule and advise business percentage of kilometres travelled per log book

\_\_\_\_\_ % i.e. business kms divided by total kms

\* please detail of record to substantiate your claim.

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## RUNNING COSTS

DESCRIPTIONS	AMOUNT	NOTES
Fuel and Oil		
Registration		
Insurance paid		
Green Slip		
Repairs & maintenance <ul style="list-style-type: none"><li>▪ Tyres</li><li>▪ Services</li><li>▪ Batteries</li><li>▪ Other</li></ul>		
Interest paid on loan		
Hire purchase charges		
Lease payments		
Depreciation		
NRMA Fees		
Other		
<b>Total Running Cost</b>		

## GUIDE TO MOTOR VEHICLE LOG BOOK MAINTENANCE

A log book can be purchased at your nearest News Agent

1. At the start of the 12-week period record the date and the odometer reading:
2. At the start of each trip record the date started, the date ended, odometer reading at the start, odometer reading at the end and the total kilometers travelled split between business and private use:
3. Record the reason for the trip. (If business related).
4. Calculate the difference between start and end
3. Record the reason for making the trip

## WHAT TO DO AFTER 12 WEEKS

1. Record the closing odometer reading at the end of the 12 week period
2. Record the date that the 12 week period ended
3. Calculate total Km's travelled for the 12 week period
4. Calculate the business use percentage (i.e. business kms travelled to total kms travelled)

## GOING FORWARD

Keep odometer readings at the end of each financial year as well as on acquisition and disposal of vehicles

## POINTS TO NOTE

1. Your log book is valid for 5 years – keep it in a safe place and make a copy
2. If the nature of your travel changes then you are required to prepare a new log book