

MOTOR VEHICLE LOG BOOK

Catalyst Financial Pty Ltd - Strategic Accountants

T +61 2 8064 5362 **F** +61 2 8064 5364

Suite 5.01, 655 Pacific Highway, St Leonards NSW 2065 PO Box 333, St Leonards NSW 1590

www.catalystfin.com.au

Liability limited by a scheme approved under Professional Standards Legislation

MOTOR VEHICLE LOG BOOK

1. At the start of the 12 week period record:
 - Date
 - Odometer reading
2. At the start of each business trip record:
 - Date started
 - Odometer reading
3. At the conclusion of each business trip record:
 - Date ended
 - Odometer reading
4. Calculate the difference between start and end km and record in the km travelled column (Step 3 – Step 2)
5. Record the reason for making the trip

WHAT TO DO AFTER 12 WEEKS

At the completion of 12 weeks:

6. Record the closing odometer reading at the end of the 12 week period
7. Record the date that the 12 week period ended
8. Calculate total km travelled for the 12 week period (Step 6 – Step 1)
9. Calculate the business percentage (Step 8 – “Km Traveled” column from log book)

WHAT TO DO NEXT

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

POINTS TO NOTE

11. Your log book is valid for 5 years – keep it in a safe place and make a copy.
12. If the nature of your travel changes then you are required to prepare a new log book.
13. If you have any questions please give Catalyst Financial a call. We will be glad to assist.

Log Book Summary Table

Vehicle Make & Model:	
Engine Capacity:	
Registration No:	
Odometer Reading – Start of period:	①
Date of the starting odometer reading:	①
Odometer Reading – End of period:	⑥
Date of the ending odometer reading:	⑦
Total km traveled in the period:	⑧
Business Percentage:	⑨

LOG BOOK

[illegible]

[illegible]

[illegible]

[illegible]