

# CAR EXPENSE WORKSHEET

The substantiation rule in respect of car expenses provides for several methods of claiming such expenses as allowable deductions. Please read the following descriptions and then indicate the method that you wish to adopt. You will need to provide the information requested for that method.

Method chosen

**Irrespective of the method you choose**, please state:

Odometer reading	Opening:	Closing:
No. of business kilometres travelled		
How did you determine business kilometres travelled?		
Did you maintain a logbook?		

**(a) Logbook Method:**

*Where a logbook has been maintained for a period of 12 consecutive weeks, it can be used to establish a reasonable estimate of business use (the "business use percentage"). That percentage of all receipted expenses can be claimed. If you did maintain a logbook for a period of 12 weeks, enclose it or a copy of the relevant sections. Petrol and oil receipts need not be kept. Your logbook is valid for 5 years. Check now if you need to keep a new one for the current year. If you are using this method for two or more cars, the logbook for each car must cover the same period.*

Business use %  Date last updated

Please indicate the expenses incurred below:

Petrol	Insurance
Oil	Repairs
Registration	Lease payments
RACV or other	Interest
Other (please list)	

Provide us with details of any new vehicle purchased during the year, including any trade-in details, and copies of any lease, hire purchase or loan agreement taken out during the year.

**Where business kilometres exceed 5,000 during the year you may use either options (b) or (c) below:**

**(b) 1/3 of Total Car Expenses Method**

*Deduct one-third of all receipted expenses (details of running expenses incurred required).*

or

**(c) 12% of Cost Method**

*Claim 12% of the cost of the vehicle (provide details of the original purchase price and date. If on lease, claim the market value of the vehicle at the date of the commencement and the term).*

Purchase Price   
 Date

**Finally, whatever distance may have been travelled, expenses can be claimed for actual business travel (up to 5,000km) or for a maximum of 5,000km (where actual business travel exceeds this amount) using the:**

**(d) Set Rate Per Kilometre Method**

*Expenses can be claimed on a cents per kilometre basis having regard to the size of the engine. Please provide the following details if you wish to adopt this method:*

Make of vehicle	Model of vehicle	Engine size	Business kilometres.
		cc.	km.

Note that you do not need written evidence in order to claim under this method.