

Vehicle Log Books

- Your vehicle logbook is valid for five (5) years.
- Your logbook must cover a **minimum** of 12 continuous weeks.
- If you started using your car for business purposes less than 12 weeks before the end of 2008 - 2009 you can continue to keep the logbook into 2009 - 2010 (so that you cover the minimum 12 week period)
- If you want to keep a logbook for two or more cars (used for the same purpose at the same time) the logbook **must** cover the same period of time for all cars.
- If you established the business use percentage of your vehicle from a previous year logbook you **must** keep that logbook and maintain odometer records.

Your logbook for 2008 - 2009 must contain the following information:

- When the logbook period begins and ends.
- Your car's odometer reading at the start and end of the logbook period.
- The total number of kilometers the car traveled during that period.
- The number of kilometers traveled for **work activities**, based on journeys recorded in the logbook.
- The business use percentage for the logbook period.

Each individual logbook entry for 2008 - 2009 must contain the following information:

- The date the journey began and the date the journey ended.
- Your car's odometer reading at the **beginning** and **end** of your journey.
- How many kilometers were traveled in the journey.
- The reason for the journey (eg. Visit client name & suburb attended).

You must record the following for your odometer records for 2008 - 2009:

- Your car's odometer reading at the **beginning** and **end** of the recording period.
- The make, model, engine capacity and registration number of your car/s.

Please note: All these details can be kept in your logbook

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