

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 2010 - 2011 you can continue to keep the logbook into 2011 - 2012 (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 for the current financial year

Your logbook for 2010 - 2011 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 journey's recorded in the logbook.
- The business use percentage for the logbook period.

Each individual logbook entry for 2010 - 2011 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 & address attended).

You must record the following for your odometer records for 2010 - 2011:

- 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.

Each subsequent year, if you are not required to keep a new log book you will need to keep the following:

- Your car's odometer reading at the **beginning** and **end** of the financial year.
- 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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