

Motor Vehicle Worksheet

Please complete 1 schedule for each motor vehicle you had during the year.

There are now only two methods for calculating motor vehicle expenses - the cents per kilometre method and the log book method.

Note: Travel from Home to usual place of work and vice versa does not constitute work travel. Work travel relates to travel to work related meetings/seminars/training, travel between two work places, visiting job sites, etc.

Cents per Kilometre Method (Max 5,000 kms);

Work kms travelled:

Make & model of Car:

Log Book Method (>5,000 kms)

Where travel has exceeded 5,000kms please include details of all motor vehicles expenses incurred and your business usage percentage (determined via the use of a log book over a continuous period of 12 weeks). If this is applicable to you please fill out work sheet below.

Do you have a Log Book? Yes / No

Time Period Covered by Log Book:	
Vehicle Make & Model:	
Registration No:	
Date Vehicle Purchased:	
Owner of Vehicle:	
Driver of Vehicle:	
Total Km Travelled in Financial Year:	
Business Km in Log Book Period:	
Total Km in Log Book Period:	
Your Calculation of Business Use %:	

Leased
 Hire Purchase
 Paid Cash

RUNNING COSTS	TOTAL FOR YEAR	MONTHLY PAYMENTS
Fuel:	\$ <input style="width: 100px;" type="text"/>	Please e-mail, fax or post to our office a copy of your Hire Purchase/Lease Agreement (if you haven't already).
Registration:	\$ <input style="width: 100px;" type="text"/>	
Insurance:	\$ <input style="width: 100px;" type="text"/>	
Repairs & Maintenance:	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
Lease Payments:	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
HP Payments:	\$ <input style="width: 100px;" type="text"/>	
Interest Paid:	\$ <input style="width: 100px;" type="text"/>	
RACV Fees:	\$ <input style="width: 100px;" type="text"/>	
Parking:	\$ <input style="width: 100px;" type="text"/>	
Tolls:	\$ <input style="width: 100px;" type="text"/>	

Did you buy or sell a motor vehicle during the year? Yes / No

If yes, please provide all supporting document regarding the sale/purchase.