



MOTOR VEHICLE EXPENSE WORKSHEET

The ATO is continuing to perform extensive audits on work-related deductions including motor vehicle expenses. Given, that a typical work-related motor vehicle expenses claim can amount to several thousand dollars, it is vital that you are able to provide the necessary substantiation records. We highly recommend that you continuously maintain a log book, to record work-related travel.

In order for us to maximise your motor vehicle expenses claim and reduce the possibility of an ATO audit, please provide the following details:

Do you possess a current motor vehicle logbook (i.e. a minimum of 12 weeks)? YES NO

(Important: You cannot claim deductions under the "logbook" method without having a completed current logbook.)

VEHICLE DETAILS			
Registration Number		Date of Purchase	
Make of Vehicle		Purchase Price (excl. Trade-In)	\$
Model of Vehicle		Date of Sale	
Engine Size		Sale Price	\$

VEHICLE EXPENSES					
Fuel / Oil		Services (e.g. RACV)		Depreciation	
Insurance		Rego / 3rd Party Ins.		Etag / Other	
Repairs		Lease Payments		TOTAL	
Interest		Tyres / Battery			

ODOMETER DETAILS	
Start Date	
Finish Date	
Odometer Reading @ Start	
Odometer Reading @ Finish	
Total Kilometres	
Log Book Business Usage	%
Business Kilometres	



CLAIM METHOD

The substantiation rules in respect of car expenses provide for several methods of claiming such expenses as allowable deductions. On the basis of the information you have provided above we will calculate the best claim for you. A brief explanation follows.

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LOG BOOK METHOD

Where a log book has been maintained for a period of at least 12 consecutive weeks, it can be used to establish an estimate of the business use percentage. That percentage of all receipted expenses can be claimed.

1/3 OF TOTAL CAR EXPENSES METHOD

A deduction is claimed for one-third of all receipted expenses.
You will require a minimum of 5,000 business kilometres to use this method.

12% OF COST METHOD

Claim 12% of the cost of the vehicle (provide details of the original purchase price and date).
You will require a minimum of 5,000 business kilometres to use this method.

CENTS PER KILOMETRE METHOD

Expenses can be claimed on a cents per kilometre basis having regard to the size of the engine and a reasonable estimate of business kilometres. A maximum of 5,000 kilometres can be claimed using this method. Please ensure you **at least 4 consecutive weeks** of travelling records as your supporting document.

SPECIAL NOTE:	You cannot usually claim motor vehicle expenses where your motor vehicle is provided through a novated lease arrangement.
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