



Motor Vehicle Logbook Guide



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Located in Tuggerah on the Central Coast, Walters Accountants is a boutique firm with over 20 years of specialised experience in working with small and medium size business in all areas of tax, accounting and compliance.

Walters Accountants

In order to make sure your ATO vehicle logbook is compliant, you must record the following information, without it, it could cost you your whole deduction claim.

The start and end date of each journey

The odometer readings of your vehicle at the start and end of each journey

The reason for the journey

The number of kilometres travelled for each journey

The start and end date of each journey

The business use percentage for the logbook period

The vehicle's make, model, engine capacity and registration number

When the logbook period starts and ends

The total number of kilometres you've driven during the logbook period

The odometer readings of the car at the start and end of the logbook period

The odometer readings at the beginning and end of each subsequent income year your logbook is valid for

THE PURPOSE OF A LOGBOOK

Is to determine your business usage versus your private usage.

It is critical to keep track of every trip you take in your car for a consecutive 12 weeks - not just work trips. If you fail to do so, the ATO will consider your logbook **invalid** and may reject all of your car expenses.

The alternate method to calculate deductions for car expenses is the *"Cents per kilometre method"*

The cents per kilometre rate covers all car expenses, including: decline in value, registration, insurance, maintenance, repairs, fuel costs.

You need to be able to show that you own the car and how you work out your work-related kilometres. For example in a diary or using the [myDeductions](#) tool in the ATO app.



MANUAL RECORD KEEPING

An ATO Compliant Vehicle Logbook Template is available at www.driversnote.com.au/blog/ato-compliant-log-book-template

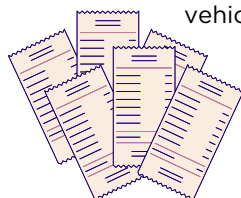
Car make and model		Car registration number	
Car engine capacity			
Logbook start date		Logbook end date	
Odometer start date		Odometer end date	
Total kilometres	0	Percentage business km	

ATO cents per kilometre rate 2023-2024 \$0.85

Journey list

Start date	End date	Odometer (start of journey)	Odometer (end of journey)	Business/Personal journey	Total distance(km)	Business km	Reimbursement (autofilled)
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
Total					\$0.00	\$0.00	\$0.00

If you use the logbook method to claim actual vehicle expenses, remember to keep all receipts and invoices for the expenses that you have incurred throughout the year.



Motor Vehicles are a HIGH ATO AUDIT Area

Compliant records are crucial

LOGBOOK APP

Driversnote app for easy and automated trip logging. Accurate and **ATO compliant** car logs. All you need is your phone, and you're good to go.

