



How to complete a log book

A log book must be completed for a continuous period of 12 weeks and include the following for business trips:

- Odometer reading at the beginning and end of the 12 week period
- Odometer reading at the start and end of each journey
- Date on which each journey began and ended
- Kilometres travelled
- Purpose/description of each journey (business or private)

A new logbook must be completed every 5 years. You must keep the log book for the same period of time as your other tax records.

If you are using the logbook for Fringe Benefits Tax purposes you will also need your odometer reading at the 31st of March each year. For more information regarding FBT see our website.

If you are not a trust or company, please record the vehicle odometer reading at the 30th of June each financial year.

Logbooks can be purchased from most newsagents and office retail shops. Please find below an example of a Vehicle Log Book. Or contact us today to enquire about suitable mobile apps.

Vehicle Log Book

Car: _____

Rego: _____

Date of Journey		Purpose of Journey	Odometer		Kilometres Travelled	
Start Date	End date		Start	End	Business	Private

The material and contents provided in this publication are informative in nature only. It is not intended to be advice and you should not act specifically on the basis of this information alone. If expert assistance is required, professional advice should be obtained.

