

# ashleycarter

## TAXATION ACCOUNTANT

### ATO Logbook Requirements

(Taken directly from the ATO publication "Keeping your tax records")

[http://www.ato.gov.au/individuals/content.aspx?menuid=0&doc=/content/30327.htm&page=8#P98\\_8655](http://www.ato.gov.au/individuals/content.aspx?menuid=0&doc=/content/30327.htm&page=8#P98_8655)

For each year you need:

- odometer readings for the start and end of the period being claimed
- business usage percentage based on the log book
- receipts or other documents showing fuel and oil expenses, or a reasonable estimate based on odometer readings
- receipts or other documents showing other expenses for your car, for example, registration, insurance, lease payments, services, tyres, repairs, interest charges.

Your logbook is valid for five years. If this is the first year you are using this method (or the five years has expired) you will need to keep a log book for this year. The logbook must cover at least 12 continuous weeks and show:

- when the logbook period begins and ends
- the car's odometer readings at the start and end of the logbook period
- the total number of kilometres travelled in the log book period
- the number of kilometres travelled for work activities based on journeys recorded for the period in the logbook. In recording the journeys, you need the start and finishing times of the journey, the odometer readings at the start and end of the journey, kilometres travelled and the reason for the journey
- the business use percentage for the log book period.

The following table sets out some of the rules about keeping logbooks in different circumstances:

Circumstance	Rule
First year of using logbook	If this is the first year that you are using the logbook method, you must keep a logbook during this income year.
Using the car for less than 12 weeks before the end of the income year	If you started to use your car for work-related purposes less than 12 weeks before the end of the income year, you are able to continue to keep the logbook in the following income year so that your logbook covers the required 12 weeks.
Keeping logbooks for two or more cars	If you want to use the logbook method for two or more cars, the logbook for each car must cover the same period.