de KRETSER
CHARTERED ACCOUNTANTS

MOTOR VEHICLE LOGBOOK TEMPLATE

Please complete the below logbook for any new motor vehicles purchased or where your circumstances have changed (ie. Change in the type of work undertaken).

A logbook must be kept for a continuous (minimum) 12 week period that is representative of your travel throughout the year.

The logbook can be kept for 5 years and can be updated at any stage.

Date	Reason	Odometer reading			Business (km)	Private (km)
		Start	End	Distance (km)		
			TOTALS			
				(A)	(B)	(C)

Calculate business-use percentage as follows: (B / A) x 100