



## MOTOR VEHICLE—2024/2025

### CAR DETAILS

Registration Number \_\_\_\_\_ (required)  
Make \_\_\_\_\_ (required) Model \_\_\_\_\_ (required)  
Engine Size \_\_\_\_\_ Purchase Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Purchase Price \$ \_\_\_\_\_  
Financed Y ☐ N ☐ if yes, please provide loan statement or car contract (log book method only)

In order to claim the running costs and depreciation on your motor vehicle you are required to keep a Log Book. A Log Book is required to be maintained for 12 weeks and is valid for 5 years (unless your work related travel changes substantially or your employer changes).

Do you have a Log Book? Y ☐ N ☐

If YES – please complete the LOG BOOK & RUNNING COSTS BELOW

If NO – please complete the CENTS PER KILOMETER METHOD SECTION

### LOG BOOK

Date maintained log book From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Opening Odometer Reading \_\_\_\_\_ Closing Odometer Reading \_\_\_\_\_  
Business Kilometers \_\_\_\_\_ (during the Log Book period)

### RUNNING COSTS

Expenses 1 July 2024 to 30 June 2025

Fuel \_\_\_\_\_  
Registration \_\_\_\_\_  
Insurance \_\_\_\_\_  
Repairs & Maintenance \_\_\_\_\_  
Interest \_\_\_\_\_  
Car Washes \_\_\_\_\_  
Other \_\_\_\_\_

A log book is valid for  
5 years, unless you  
change jobs or usage.

### CENTS PER KILOMETER METHOD

Business kilometers travelled during 2025 \_\_\_\_\_

If you have not kept a log book. Diary notes should be recorded, noting the kilometers travelled for work use throughout each financial year. A maximum of 5,000 kilometers is allowed to be claimed at 88c per kilometer.



## ELECTRIC MOTOR VEHICLE—2024/2025

### Zero—emissions vehicle worksheet

(fully electric vehicles)

#### EV CAR DETAILS

Registration Number \_\_\_\_\_ (required)  
Make \_\_\_\_\_ (required) Model \_\_\_\_\_ (required)  
Purchase Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Purchase Price \$ \_\_\_\_\_  
Financed Y ☐ N ☐ if yes, please provide loan statement or car contract (log book method only)

Do you have a Log Book? Y ☐ N ☐

If YES – please complete the LOG BOOK & RUNNING COSTS BELOW

If NO – please complete the CENTS PER KILOMETER METHOD SECTION

#### LOG BOOK

Date maintained log book From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Opening Odometer Reading \_\_\_\_\_ Closing Odometer Reading \_\_\_\_\_  
Business Kilometers \_\_\_\_\_ (during the Log Book period)

#### RUNNING COSTS

Expenses 1 July 2024 to 30 June 2025

Electricity (4.2c per km) \_\_\_\_\_  
Registration \_\_\_\_\_  
Insurance \_\_\_\_\_  
Repairs & Maintenance \_\_\_\_\_  
Interest \_\_\_\_\_  
Car Washes \_\_\_\_\_  
Other \_\_\_\_\_

A log book is valid for  
5 years, unless you  
change jobs or usage.

#### CENTS PER KILOMETER METHOD

Business kilometers travelled during 2025 \_\_\_\_\_

If you have not kept a log book. Diary notes should be recorded, noting the kilometers travelled for work use throughout each financial year. A maximum of 5,000 kilometers is allowed to be claimed at 88c per kilometer.