



MOTOR VEHICLE—2025/2026

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 2025 to 30 June 2026

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 2026 _____

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—2025/2026

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 2025 to 30 June 2026

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 2026 _____

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.