

### **What You Can Claim**

You can claim the cost of car expenses for work related purposes.

You **cannot** claim for the normal trip between home and work, **unless**:

- You use your car to carry bulky tools or equipment (such as an extension ladder or cello) which you use for work and cannot leave at work.
- Your home is a base for employment (you start work at home and travel to a workplace to continue work for the same employer), or
- You have shifting places of employment (you regularly work at more than one place each day)

You **can** claim:

- Between two separate places of employment (for example, when you have a second job)
  - From your normal workplace to an alternative workplace while you are still on duty and back to your normal workplace or directly home
  - From your home to an alternative workplace and then to your normal workplace or directly home (for example, if you travel to a client's premises to work there for the day).
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### **Methods of Claiming**

You can choose one of the following methods to work out your work-related car expenses.

For work related travel under 5,000 kilometres

- Cents per kilometre method, or
- Logbook method

For work related travel over 5,000 kilometres

- Logbook method

### **Cents per kilometre method**

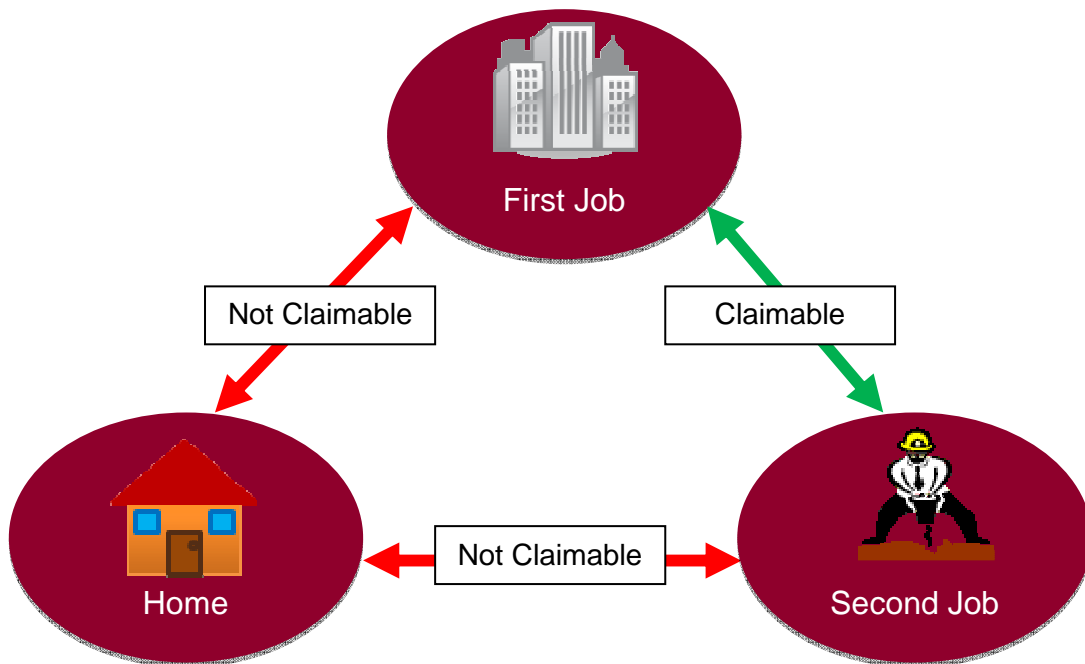
- Based on a set rate per kilometre depending on engine capacity.
- You can claim a maximum of 5,000 business kilometres per car, per year.

### **Logbook method**

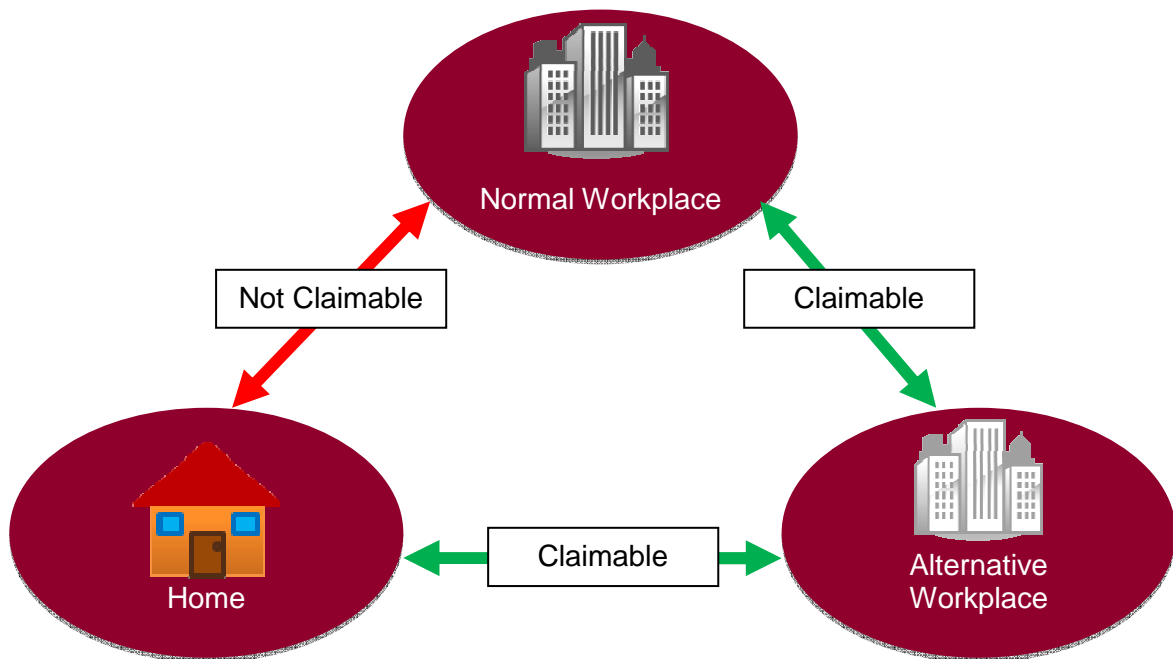
- Required to complete a logbook over 12 consecutive weeks to determine a percentage of business kilometres. Each logbook is valid for 5 years provided circumstances do not change substantially.
  - You claim the business percentage of each of the following:
    - Fuel and oil
    - Repairs and maintenance
    - Registration and insurance
    - Depreciation
    - Interest on borrowings
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<b>Please Indicate whether information is applicable (please tick); Y = Yes, N = No OR N/A = Not Applicable</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
Subject to the method you choose to use please bring			
Make and Model of car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration number of car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of business kilometres travelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase price of the vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of a finance agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the logbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for:			
• Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Registration and CTP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Comprehensive insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Repairs and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Work-Related Travel (Two Employers)



## Work Related Travel (same employer, different workplaces, still on duty)



## Self-Education Travel Diagram

