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# Travel & Expense Diary

Includes Motor Vehicle Logbook, Travel Diary, and  
Expense Recording

# Travel Diary

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The purpose of a travel diary is to help work out the work-related and private portions of your trip. A tax deduction is only available for the work portion of your trip.

If you are required to travel away from home for 6 or more nights in a row, you need to keep a travel diary.

You do not need to keep a travel diary if:

- your travel away from home is for less than 6 nights in a row, or
- you receive a travel allowance for your travel, are travelling in Australia, and the amount you are claiming is not more than the amount of allowance you receive.

Not needing to keep a diary does not mean you don't need to be able to substantiate your expense claims.

This Travel Diary will help keep track of -

- where you were
- what you were doing
- when you stop for meals
- the start and end time of the activities.

# Travel Diary

Date of activity	Location of business activity	Description of business activity	Time activity began	Time activity ended

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# Motor Vehicle Logbook

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A motor vehicle logbook can be used to help you -

- calculate your work use percentage of your vehicle
- allow you to claim a percentage of the actual expenses incurred in relation to the motor vehicle
- as a substantiation tool if the ATO question your deduction

Under the cents per kilometre method, you are not required to keep a full logbook, but you may be asked how you worked out the number of kilometres you claimed as a deduction. This work-book can be used to help keep track of your work travel.

To claim a percentage of actual costs, you will be required to complete the full log book for a period of 12 weeks over a representative period.

If you have more than one car, a logbook must be kept for both cars and must cover the same period.

Providing there is no substantial change in work usage of the vehicle, a logbook only needs to be kept once every five years.

However, you do need to record the opening and closing odometer readings of the vehicle each year.

# Motor Vehicle Logbook

## Ownership Details

Surname

Firstname

## Vehicle Details

Make

Model

Registration Number

Year

Date Purchased

Purchase Cost

Is this vehicle financed?

## Odometer Readings

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Opening Odometer Reading						
Closing Odometer Reading						

Year logbook kept



# Motor Vehicle Logbook

Date trip began	Date trip ended	Purpose of trip	Odometer Start	Odometer End	Work KMs	Private KMs

# Motor Vehicle Logbook

Date trip began	Date trip ended	Purpose of trip	Odometer Start	Odometer End	Work KMs	Private KMs

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Date trip began	Date trip ended	Purpose of trip	Odometer Start	Odometer End	Work KMs	Private KMs

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Date trip began	Date trip ended	Purpose of trip	Odometer Start	Odometer End	Work KMs	Private KMs

# Expense Diary

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The ATO accept that you may not always be able to get a receipt for expenses, for example, paying for parking, washing your car, or even washing your clothes at a laundromat (note rules apply about what clothing can be claimed as a deduction).

In this situation, you just need to record a few details and at tax time we can determine what is and is not deductible.

You should also use this expense diary to record the details of any expenses you have incurred and have a receipt for. You should, however, still retain your receipts for tax time.

Expenses could include -

- taxi / rideshare
- accommodation
- airfares / bus fares / train fares
- meals (note you must be away overnight in order to claim meals)
- incidentals
- parking fees etc

# Expense Diary

Date	Name of supplier / business name and ABN if known	Description of expense	Amount	Receipt Lost Yes / No	No receipt available

# Expense Diary

Date	Name of supplier / business name and ABN if known	Description of expense	Amount	Receipt Lost Yes / No	No receipt available

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