

INSTRUCTIONS FOR COMPLETION

NOTE: Must be completed for at least 12 consecutive weeks.

Enter the following information:

Name: of person claiming deduction

Tax File Number (TFN): of person claiming deduction

Start date: first date of travel record

End date: last date of travel record

Odometer reading (start): odometer reading as at start date

Odometer reading (end): odometer reading as at end date

Total kilometres travelled: total of all kms travelled during the reporting period

Business-use percentage: calculate percentage of business purpose travel

For daily use:

Date: date of journey

Odometer reading (start): enter odometer reading at beginning of each trip

Odometer reading (end): enter odometer reading at end of each trip

Reason for the journey: enter reason / purpose of the journey