

Motor Vehicle Travel Worksheet

Client Name: _____

Have you undertaken any work-related motor vehicle travel in Australia ?

Purpose of Trip: _____

Motor Vehicle Details

Make:		Vehicle Purchased Date:	
Model:		Original Cost of Vehicle:	
Engine Capacity: (i.e. 2.4 litre)		Private Use %:	
		Registration:	

Did you travel less than 5,000 kilometers?

If Yes, please insert the number of kilometers?

EXPENSES:

Actual Fuel	\$
Registration	\$
Insurance	\$
Interest on Hire Purchase Charges	\$
Repairs/Maintenance	\$
Road Side Assistance (i.e. RACV)	\$
Other (please specify)	\$
TOTAL:	\$

*i.e. Must have legitimate work-related purpose

SUBSTANTIATION:

The substantiation guidelines require you to keep receipts, log books, and other documentary evidence to establish that you have spent the amounts you claim.

A valid receipt has the name and ABN of the supplier, the date paid, the amount in Australian dollars and a full description of the product.

You should keep all receipts for at least 5 years after lodging your tax return. You don't need to send them in, but they need to be available if required.

*Please do not hesitate to contact Crawford Accountants
if you have any queries relating to this worksheet.*