T3 - Travel Records for Business Registered for GST

Refer the travel records note or the Claim Your Trip Around Australia as a Tax Deduction Booklet for more detail. Please make an entry for every day including your days off, if these are just week ends off during a job your food and accommodation costs will still be deductible. This may seem a lot of work but you will get used to it and if it means your living costs are tax deductible it is well worth the effort. As this is such a lucrative claim you can expect an ATO auditor to go over you records with a fine tooth comb. This is why we have asked you to prepare so much detail. You must be the owner of the car to claim it though you do not need to be the registered owner if the registered owner makes a declaration of joint ownership with you. Entries should be made in this sheet on the day of travel.

A minimum of 18 of these sheets are required for one year of records

Activity Key – Some days will require more than one entry as the kilometres for each individual key must be entered. Other days may have no kilometres travelled but you still need to record whether you were working or not. Add to this list as necessary.

B Carrying Relevant Bulky Equipment Where No Locker Provided
C Circuit – pre arranged work, temporary accommodation for less than 6 months at a time.
P Private Travel – Includes travel to a new place when the work is not pre arranged
W Work Related Travel On The Job
L Labouring but not travelling

Zones - If you are unsure write the name of the nearest Post Office.
Work Hours include work related travel time. The entry should include start and finish time and the number of hours
Please staple **receipts** to this sheet. If you do not have a receipt for an expense, do not enter it in this schedule, you will need to make a record of it in the receipt diary instead.

Car Registration Number, _____ **Make and Model:** _____

Original Purchase Price _____ **Purchase Date:** ____/____/_____ **Engine Capacity In Litres:** _____

Date	Activity Key	Speedo Reading		Net Kms	Driver Initials		Work Hours		
		Start	Finish			Zone	Start-Finish	Hrs	Employer