**Vehicle log sheet**

Please ensure that you read the instructions provided overleaf and complete each log book entry correctly. Blank log sheets can be obtained by contacting Carpool on 7005 9255 or [carbookings@dtf.vic.gov.au](mailto:carbookings@dtf.vic.gov.au).

Where a vehicle is on hire for more than 7 days, the completed log sheet must be scanned in landscape format and e-mailed to [carbookings@dtf.vic.gov.au](mailto:carbookings@dtf.vic.gov.au) at the end of each working week.

**Vehicle registration number ………………… Odometer reading brought forward ………............................ Vehicle location:**

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| **Date/time of journey** | | | | **Odometer** | | **Distance travelled** | | | **Trip details** | | **Garaged o/n** | **Driver** | **Driver dept** | **Parking****Bay#** | **Fuel level** |
| Date start | Time start | Date end | Time end | Start | End | Business kms | Pvt kms | Total kms | Destination | Trip code | Y/N | (please print name clearly) |  |  | (must be returned with full tank) |
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| **Trip codes – Business travel** | |
| **Code A –** Meeting/Conference/Workshop attendance | **Code H-** Site inspection |
| **Code B-** Client visits/Client transport | **Code J**-On call work/home travel (transport bulky equipment) |
| **Code C-** Deliveries/Courier | **Code K-** Call out from home to incident and return. (Call out begins when on duty is commenced upon receiving call to travel to incident and to return home. |
| **Code D-** Executive Officer | **Code L-**Work/home (transport bulky equipment from workplace to home and from home to workplace. Not considered business travel if equipment kept at home). |
| **Code F**- Downtime/service and repair/accident repair | **Code M**- Surveillance/Patrol |
| **Code G-** Service/cleaning/accident repair |  |
| Trip codes – Private travel | |
| **Code- E** On call work/home travel (travel to and from work when an employee is on call, including when travelling to and from work out of hours and while on standby) | **Code- I** Other e.g. Commuting (vehicle is used regularly to travel to/from to another permanent work location). |

## Log sheet instructions

The log sheet must be completed at the end of each trip, irrespective of whether the travel was for Business or Private purposes. Log sheet information will be used to substantiate business travel which is not subject to Fringe Benefit Tax (FBT) and to identify private travel, which is subject to FBT, for the purpose of calculating the FBT liability and reportable fringe benefits (in excess of $1,000) on employees group certificates.

### Business travel

Business travel is when you require a vehicle:

• to travel as part of your work

• it is impractical for you to perform your work without the use of a vehicle

• you are required to perform duties at more than one place of work

• you are performing your duties from the time you leave your home and travel to your place of work.

### Private travel

Private travel, in general, is when you use a vehicle for the purpose of private travel. Travel from your home to your regular place of work, and from your regular place of work to your home is considered private travel. Where you take a vehicle home solely to make a business trip the next morning, the entire journey including the trip home the previous night will be business travel.

Similarly, when you finish your business trip late in the day and you park the vehicle at home that night before driving it into work the next morning, this will be business travel.

### Completing log sheets

A record of the trip must be recorded to comply with Australian Tax Office (ATO) legislation. A separate line entry for each day’s use is required. Two or more continuous trips by the same driver on the same day in the same vehicle may be covered by a single trip.

Trips made between the home and the workplace and any trips made by another driver, must be recorded separately. No entry is required if the vehicle is not used. All columns are to be completed for each trip.

Where log sheets show incomplete or missing entries for a trip, Fringe Benefits Tax legislation (FBT) deems that the kilometres travelled will be classified as Private, and FBT will apply. It is therefore important that log sheet entries are completed.