

## A Sample DETAILED TRAVEL LOGBOOK

Tax year ending:		Feb 2002						
Example of how to keep a detailed Logbook.								
Client name:		J. Smith						
Tax reference no:				123 456 789 03		® = Return Trip		
Date	Business / Client Visited	Odometer Opening	Odometer Closing	Total Km	Business Km	Private Km	M.Vehicle Repairs	Petrol & Oil
<b>2001</b>								
<b>March</b>								
1	Home to office	115	125	10		10		100,00
	Client: Saldana Furniture's ®	125	400	275	275			
	Client: XYZ Bellville	400						
	Client: EXZ Plumstead							
	Client: ABC DIEP River							
	Client: ABC Fishhoek Office		720	320	320			
	Pick n Pay ®	720	735	15		15		
	Trip home from Office	735	745	10		10		
	Pirates Plumstead ®	745	752	7		7		
2	Home to office etc. etc	752	762	10		10	1 200,00	86,90
<b>Feb 2002</b>								
1	Home to Client: XYZ Bellville	2456	2506	50	50			90,00
	XYZ to Office	2506	2536	30	30			
28	Trip Home	3390	4000	10		10	240,00	150,00
<b>Total for TAX YEAR</b>				<b>737</b>	<b>675</b>	<b>62</b>	<b>1 440,00</b>	<b>426,90</b>
				<b>Total</b>	<b>Business</b>	<b>Private</b>	<b>Repairs</b>	<b>Petrol</b>