



Car Fringe Benefits Logbook Template

FBT Compliance | Australia
hashmicro.com

Prepared By: [Name]

FBT Year: [1 Apr – 31 Mar]

Date: [DD/MM/YYYY]

1. VEHICLE & EMPLOYEE DETAILS

Employer / Company Name

ABN

FBT Year

1 April [YYYY] – 31 March [YYYY]

Employee Name

Employee ID

Employee Position / Department

Vehicle Make

Vehicle Model

Vehicle Year

Registration Number

Vehicle ID / Fleet Number

Engine Capacity (cc)

Fuel Type

Petrol / Diesel / Hybrid / Electric

Date Vehicle First Made Available

Date Vehicle Ceased to Be Available

Odometer at Start of FBT Year

Odometer at End of FBT Year

Total KM Travelled (FBT Year)

Logbook Period Start Date

Logbook must cover minimum 12 continuous weeks

Logbook Period End Date

2. TRIP REGISTER — LOGBOOK PERIOD (MINIMUM 12 CONTINUOUS WEEKS)

[illegible]

025	Y / N
026	Y / N
027	Y / N
028	Y / N
029	Y / N
030	Y / N

3. WEEKLY SUMMARY — LOGBOOK PERIOD

Week No.	Week Starting	Week Ending	Total KM This Week	Business KM	Private KM	Business Use % (Week)	Cumulative Business KM	Cumulative Total KM	Cumulative Business %
1						%			%
2						%			%
3						%			%
4						%			%
5						%			%
6						%			%
7						%			%
8						%			%
9						%			%
10						%			%
11						%			%
12						%			%

4. LOGBOOK BUSINESS USE PERCENTAGE — CALCULATION

Item	Value	Notes
Total KM Travelled During Logbook Period		From trip register
Total Business KM During Logbook Period		From trip register

Total Private KM During Logbook Period		Total KM minus Business KM
Logbook Business Use Percentage	%	(Business KM ÷ Total KM) × 100
Logbook Valid From		Date logbook period commenced
Logbook Expiry Date		Valid for 5 FBT years if > 75% consistent
Logbook Certified By Employee (Y/N)	Y / N	Employee declaration required

5. FULL FBT YEAR — USAGE SUMMARY

Month	Opening Odometer (km)	Closing Odometer (km)	Total KM	Est. Business KM (Logbook %)	Est. Private KM	Days Available	Days Garaged / Not Used	Notes
April								
May								
June								
July								
August								
September								
October								
November								
December								
January								
February								
March								
FULL YEAR TOTAL								

6. OPERATING COST METHOD — FBT CALCULATION

Cost Item	Amount (AUD)	Notes
Fuel & Oil	\$	
Repairs & Maintenance	\$	
Registration & Insurance	\$	

Lease / Finance Costs (if applicable)	\$	
Depreciation (Deemed — 25% of Car Value)	\$	
Other Operating Costs	\$	
TOTAL OPERATING COSTS (A)	\$	
Business Use % (from Logbook — Section 4)	%	
Business Cost Component (A × Business %)	\$	
Taxable Value (A – Business Component)	\$	
Less: Employee Contributions	(\$)	Reduces taxable value
NET TAXABLE VALUE	\$	

7. STATUTORY FORMULA METHOD — FBT CALCULATION

Item	Value	Notes
Base Value of Car (Original Cost — excl. GST if ITC claimed)	\$	
Statutory Rate	20%	Flat rate for all km — post 10 May 2011
Days Car Available in FBT Year		
Total Days in FBT Year	365	
Taxable Value (Base Value × 20% × Days/365)	\$	
Less: Employee Contributions	(\$)	
NET TAXABLE VALUE (Statutory Method)	\$	

8. PREFERRED METHOD SELECTION & FINAL TAXABLE VALUE

Item	Operating Cost Method (\$)	Statutory Formula Method (\$)	Selected Method	Notes
Net Taxable Value	\$	\$	Operating Cost / Statutory	Lower = preferred
Gross-Up Rate (Type 1 — GST claimable)	2.0647	2.0647		
Gross-Up Rate (Type 2 — no GST claim)	1.8868	1.8868		

Grossed-Up Taxable Value	\$	\$
FBT Rate	47%	47%
FBT PAYABLE	\$	\$

9. EMPLOYEE DECLARATION

I declare that this logbook accurately records all trips made in the vehicle during the logbook period.

The information provided is true and correct to the best of my knowledge.

Employee Name

Employee Signature

Date

Employer / Manager Name

Employer Signature

Date

10. AUTHORISATION SIGN-OFF

Employee	Fleet / HR Manager	Finance / Tax Manager
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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