

BUSINESS NAME: _____

		MOTOR VEHICLE 1	MOTOR VEHICLE 2	MOTOR VEHICLE 3	MOTOR VEHICLE 4
	Name of Employee				
	Vehicle Description <i>make, model and rego</i>				
If vehicle purchased through year	Date purchased				
	Purchase Price (inc. GST) <i>provide tax invoice</i>				
	Method of purchase <i>provide copy of the contract</i>	hire purchase / lease / cash	hire purchase / lease / cash	hire purchase / lease / cash	hire purchase / lease / cash
If vehicle was sold through year	Date sold				
	Sale Price (inc. GST) <i>provide copy of invoice/trade papers</i>				
	Odometer Reading as at 1 April 2024 <i>when first used</i>				
	Odometer Reading as at 31 March 2025 <i>when last used</i>				
	Business Use Percentage <i>as per log book</i>				
	Days unavailable for use <i>repairs, overnight office parking</i>				
Operating Expenses* for period 01.04.2024 - 31.03.2025 (Inc. GST)	Lease Payments <i>excl. hire purchase or loan repayments</i>				
	Fuel and Oil Costs				
	Repairs and Maintenance				
	Registration				
	Insurance				
	Other Expenses <i>aircon, stereos etc</i>				
	Expenses paid personally by employee/director				
	Are these expenses in the above operating costs listing?	Yes / No	Yes / No	Yes / No	Yes / No
Shared Cars (shared cars are not reportable in an employee's payment summary)	Whether the vehicle is treated as shared vehicle?	Yes / No	Yes / No	Yes / No	Yes / No
	If Yes please provide the name of the employee with whom it is been shared?				
	If Yes please provide the period during which it is been shared?				

*No need to complete if you're providing computerised accounting records