

VEHICLE LOG BOOK

Car No.

DATE OF JOURNEY		PURPOSE OF JOURNEY	ODOMETER		KILOMETRES TRAVELLED		
START DATE	END DATE		START	END	BUSINESS	PRIVATE	
					PROGRESSIVE TOTAL		

SAMPLE

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TRAVEL RECORD

TRIP DESCRIPTION _____ NAME OF TRAVELLER _____

REASON FOR TRIP _____ POSITION HELD _____

DATE COMMENCED _____ DATE FINISHED _____ RELATIONSHIP TO TRAVELLER (IF APPLICABLE) _____

PLACE ACTIVITY UNDERTAKEN	NATURE OF ACTIVITY / ITINERARY	ACTIVITY COMMENCED		TIME TAKEN ON ACTIVITY
		DATE	TIME	

SAMPLE

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PLACE ACTIVITY UNDERTAKEN	NATURE OF ACTIVITY / ITINERARY	ACTIVITY COMMENCED		TIME TAKEN ON ACTIVITY
		DATE	TIME	

SAMPLE

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EXPENSES RECORD

CURRENCY

INCOME YEAR ENDED/...../.....

DATE EXPENSE INCURRED	DATE DOCUMENT MADE OUT	NAME OR BUSINESS NAME OF SUPPLIER	NATURE OF GOODS OR SERVICES	AMOUNT OF EXPENSE	GST	REF No.
<h1>SAMPLE</h1> <p>© Zions Pty Limited</p>						
				PROGRESSIVE TOTAL		

DATE EXPENSE INCURRED	DATE DOCUMENT MADE OUT	NAME OR BUSINESS NAME OF SUPPLIER	NATURE OF GOODS OR SERVICES	AMOUNT OF EXPENSE		GST		REF No.
<h1>SAMPLE</h1> <p>© Zions Pty Limited</p>								
				PROGRESSIVE TOTAL				

EMPLOYEE DETAILS

Name

Address

..... Postcode

SAMPLE

EMPLOYER DETAILS

Name

Address

..... Postcode