Target Group:

Statutory Financial Services (SFS) Team and FBT Administrators within Queensland Health Districts

Introduction

It is necessary to ensure that Queensland Health pays the lowest amount of tax on Car Fringe Benefits. Logbooks are used to establish the business use of a car by providing a daily record of each business journey undertaken. This is used to substantiate the FBT return where the Actual Operating Cost Method (AOCM) is used.

Purpose of Procedure

The purpose of this procedure is to explain the process of how to complete a car logbook in accordance with the conditions set by the ATO within the FBT Legislation. It applies to anyone who drives a Queensland Health car and is intended to be retained with every logbook to act as a guide for completion of the logbook.

Logbook Policy

A logbook is to be kept for every departmental car in the prescribed format and completed on the basis shown below.

*Pool cars (the car is not allocated to any specific person(s), but is made available at the car pool for anyone to drive where needed):*

A continuous logbook must be maintained for every journey whether the journey is business or private.
FBT BUSINESS PROCEDURE
Car Logbooks

Shared cars (the car is allocated to more than 1 ‘single user’ during a FBT year):

A continuous logbook must be maintained for every journey whether the journey is business or private.

Single user cars (the car is allocated to 1 person and driven by them only during the FBT year):

A continuous logbook may be maintained for a period of 12 weeks which is representative of the use of the car for every FBT year.

Where a car is used by a single driver for the full FBT year, a logbook may be kept for any 12 week period provided the driver will not be on planned annual leave during this period and the period selected is representative of the pattern of usage of the car for that FBT year.

If a single user car is replaced during a logbook period, the logbook carries forward to the new car as long as the pattern of usage does not change.

If a single user car, which has had a logbook maintained for the mandatory 12 week period, is replaced during the FBT year, the business percentage can be maintained for the replacement car as long as the pattern of usage does not change.

Logbook Requirements

Logbook entries must be made on a daily basis, such that no entry will have a starting and finishing date that is on 2 separate days. Where a car is taken on a long trip and the journey is broken by an overnight stay, the logbook should record the travel done on each individual day.

For example, if an officer was to drive from Brisbane to Longreach over 2 days they may decide to stay overnight in Charleville. The logbook would show 2 entries. Day one would show the
journey from Brisbane to Charleville and the second day would show the remainder of the journey from Charleville to Longreach.

For each logbook entry, the following minimum details must be shown for each journey:

1. Date on which the journey began and ended
2. Opening odometer readings (start of each journey)
3. Closing odometer reading (end of each journey)
4. Destination
5. Kilometres travelled
6. Purpose of the journey
7. Name of the driver
8. Signature of Driver

The logbook records must be in English and entries must be made at the end of the journey or as soon as reasonably practicable afterwards.

A specific purpose for each journey must be shown in the logbook. The words ‘business’ and ‘private’ are not sufficient for taxation records. A sample of the correct and incorrect notations is shown below:

<table>
<thead>
<tr>
<th>Allowed</th>
<th>Not Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Visits (Various)</td>
<td>Business</td>
</tr>
<tr>
<td>Collect Mail</td>
<td>Private</td>
</tr>
<tr>
<td>Home Garaging</td>
<td>“ ”</td>
</tr>
</tbody>
</table>

A single entry may be sufficient for a journey, where the journey consists of multiple legs in the one day. If the car is taken home overnight, the return trip to work the next day is the commencement of a new journey.
Where two or more business journeys are undertaken consecutively in any day, only one entry for the series needs to be recorded in the logbook. For example, a nurse who made 10 home visits in the Roma area of South West Queensland could record the Odometer Readings at the start and end of the consecutive journeys and describe the purpose of the travel as ‘10 home visits, Roma area’.

Any missing entries are treated as private use. To identify those person(s) responsible for missing logbook entries, the District must maintain a suitable record of those persons using District cars. This will enable the person in charge of cars in each District to follow up on any entries that have not been made or are incomplete. All required fields are to be completed as earlier.

**Definition of ‘Private Use’ and ‘Business Use’**

Travel between work locations is business use. Travel between home and a work location is generally private use.
There are some exceptions to the basic rules as shown below.
FBT BUSINESS PROCEDURE
Car Logbooks

Taking a Car Home  $  Business Use

- Early departure to (late return from) a temporary work location; (**)
- Meeting at a temporary work location on the way to (from) work location; (**)
- Itinerant staff with no fixed work location;
- Bulky equipment transported to multiple locations.

(**) Note: The business nature of any home garaging journey as described in the first two points above will be lost if the employee has a permanent right to home garage a vehicle.

Taking a Car Home  $  Private Use

- Mail/banking/pick up newspapers on way to (from) home;
- Overtime/security of staff;
- Cleaning/security of car.

Taking a Car Home  $  On-Call Medical Staff

Taking a car home while on call is private use unless:

a) The staff member is called out; and

b) Work starts before leaving home, eg a doctor gives instructions on patient care then drives to a hospital. This should be able to be supported by documentary evidence (eg note on a patient’s file, diary note, etc.).

Create a Logbook Summary

Logbook data will need to be summarised for inclusion into the Car Workpaper for FBTSimplifier. This can be created in Excel by the following the steps below;

1. Copy the car registration numbers from the QFleet file to a new spreadsheet.
2. Save the file as District Name Logbook Summary.
3. Add the opening and closing odometers for each car from the logbooks.
4. Add the business kilometres and private days from the logbooks.
5. Calculate the days not available for private use for each car and add the details.
6. Create formulas to derive the total kilometres, private kilometres and business percent.
## Banana Logbook Summary

<table>
<thead>
<tr>
<th>Car No</th>
<th>Driver</th>
<th>Open Odom</th>
<th>Close Odom</th>
<th>Total KMs</th>
<th>Business KMs</th>
<th>Private KMs</th>
<th>Business Percent</th>
<th>Private Days</th>
<th>Days Not Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTM111</td>
<td>Brian</td>
<td>20000</td>
<td>42000</td>
<td>40000</td>
<td>20000</td>
<td>20000</td>
<td>50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>823XTG</td>
<td>Dale</td>
<td>5000</td>
<td>25000</td>
<td>20000</td>
<td>7000</td>
<td>4000</td>
<td>50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>234DYG</td>
<td>Graeme</td>
<td>33000</td>
<td>58000</td>
<td>25000</td>
<td>3000</td>
<td>-</td>
<td>25</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>333XTG</td>
<td>Trudy</td>
<td>5000</td>
<td>25000</td>
<td>20000</td>
<td>7000</td>
<td>4000</td>
<td>50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>222DYG</td>
<td>Adam</td>
<td>33000</td>
<td>58000</td>
<td>25000</td>
<td>3000</td>
<td>-</td>
<td>25</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>454XTG</td>
<td>David</td>
<td>5000</td>
<td>25000</td>
<td>20000</td>
<td>7000</td>
<td>4000</td>
<td>50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>545DYG</td>
<td>Mavis</td>
<td>33000</td>
<td>58000</td>
<td>25000</td>
<td>3000</td>
<td>-</td>
<td>25</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>123XTG</td>
<td>Jenny</td>
<td>5000</td>
<td>25000</td>
<td>20000</td>
<td>7000</td>
<td>4000</td>
<td>50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>231DYG</td>
<td>Brett</td>
<td>33000</td>
<td>58000</td>
<td>25000</td>
<td>3000</td>
<td>-</td>
<td>25</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>468XTG</td>
<td>William</td>
<td>5000</td>
<td>25000</td>
<td>20000</td>
<td>3000</td>
<td>6000</td>
<td>50</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

## Attachments

- DG’s Memo – FBT – Maintenance of Logbooks
<table>
<thead>
<tr>
<th>DATE</th>
<th>ESTABLISHMENT(S) VISITED AND PURPOSE OF TRIP</th>
<th>START (S) LOCATIONS</th>
<th>FINISH (F) LOCATIONS</th>
<th>RETURN (R) LOCATIONS</th>
<th>ODOMETER READINGS</th>
<th>TIMES</th>
<th>NO. OF KILOMETRES TRAVELLED</th>
<th>FUEL GAUGE AT FINISH OF TRIP</th>
<th>NAME OF DRIVER</th>
<th>SIGNATURE AND DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/06/03</td>
<td>FBT Training in Toowoomba, Redcliffe and RBH</td>
<td>S QEII Hospital</td>
<td>F QEII Hospital</td>
<td>R</td>
<td>16,221</td>
<td>06:00am</td>
<td>950</td>
<td>E</td>
<td>F</td>
<td>Andy Driver</td>
</tr>
<tr>
<td>7/06/03</td>
<td>Corporate Office – Meeting with FBT team</td>
<td>S QEII Hospital</td>
<td>F Corporate Office</td>
<td>R QEII Hospital</td>
<td>17,171</td>
<td>09:00am</td>
<td>25</td>
<td>E</td>
<td>F</td>
<td>Joe Bloggs</td>
</tr>
<tr>
<td>8/06/03</td>
<td>Ipswich Hospital – Deliver documents to finance team</td>
<td>S QEII Hospital</td>
<td>F Ipswich Hospital</td>
<td>R QEII Hospital</td>
<td>17,221</td>
<td>08:45am</td>
<td>85</td>
<td>E</td>
<td>F</td>
<td>Bill Smith</td>
</tr>
<tr>
<td>9/06/03</td>
<td>Hospital to home at Redcliffe</td>
<td>S QEII Hospital</td>
<td>F 115 Ocean Drive, Redcliffe</td>
<td>R</td>
<td>17,391</td>
<td>05:30pm</td>
<td>85</td>
<td>E</td>
<td>F</td>
<td>Jane Redding</td>
</tr>
<tr>
<td>10/06/03</td>
<td>Redcliffe to Hospital</td>
<td>S 115 Ocean Dr, Redcliffe</td>
<td>F QEII Hospital</td>
<td>R</td>
<td>17,431</td>
<td>07:15am</td>
<td>40</td>
<td>E</td>
<td>F</td>
<td>Jane Redding</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

N.B. (1) PLEASE REFER TO GUIDELINES FOR COMPLETION OF LOG  
(2) FUEL SHOULD BE REPLENISHED WHEN GAUGE INDICATES LESS THAN 1/4 TANK CAPACITY

This log sheet has been checked by: Name: .................................................. Signature: .................................. Date: ..................................