TRAVEL LOGBOOK

2013/14

SARS

South African Revenue Service

Calculating a travel deduction if you are in receipt of a travel allowance

The Income Tax Act No.58 of 1962 allows taxpayers who receive a travel allowance to claim a deduction for the use of their private vehicles for business purposes. It is important to note that travel between your home and place of work cannot be claimed and is regarded as private travel.

In order to claim a deduction, the first step is to record your vehicle's odometer reading on 1 March each year (the first day of the tax year for individuals), and again on the last day of February the following year (the last day of the tax year for individuals). These opening and closing readings give you your total kilometres travelled for the year.

Without these readings, you cannot claim a tax deduction!

Once you have taken down these readings and worked out your total travel for the year, you can start calculating your travel deduction.

First you need to calculate what portion of the total kilometres travelled was for business use and what portion was for private use.

It is now compulsory to keep a logbook of all your business travel in which you record what travel was for business. There is no requirement to keep records of private travel. Private kilometres will be the difference between total kilometres (closing and opening kilometres) and business kilometres travelled.

Without a logbook, you will not be able to claim a travel deduction!

You are now ready to calculate the amount of your claim.

As a taxpayer you have two choices:

1. You can calculate your claim based on the table of costs supplied by SARS each year. You will find the cost tables which apply to the tax year from 1 March 2013 to 28 February 2014 on the next page of this logbook. You need not have kept an accurate record of all your expenses – simply use the costs linked to the value of your vehicle.

2. Alternatively, you can calculate your claim based on the actual costs. You will have to have kept an accurate record of all your expenses during the year, including fuel, maintenance, lease and insurance costs.

Please note that you must retain your logbook, including copies of any electronic logbook, for a period of at least five years as you may be required to submit it to SARS for verification of your claim.

The South African Revenue Service reserves the right to audit and query the content or information recorded by the taxpayer in any logbook.

Fixed Cost Table: 1 March 2013 - 28 February 2014

Rates per kilometre which may be used in determining the allowable deduction for business-travel, where no records of actual expenses are kept are determined by using the following table:

Value of the vehicle (including VAT) (R)	Fixed cost (R p.a.)	Fuel cost (c/km)	Maintenance cost (c/km)
0 - 60 000	19 310	81.4	26.2
60 001 - 120 000	38 333	86.1	29.5
120 001 - 180 000	52 033	90.8	32.8
180 001 - 240 000	65 667	98.7	39.4
240 001 - 300 000	78 192	113.6	46.3
300 001 - 360 000	90 668	130.3	54.4
360 001 - 420 000	104 374	134.7	67.7
420 001 - 480 000	118 078	147.7	70.5
Exceeding 480 000	118 078	147.7	70.5

Note: 80% of the travelling allowance must be included in the employee's remuneration for the purposes of calculating PAYE. The percentage is reduced to 20% if the employer is satisfied that at least 80% of the use of the motor vehicle for the tax year will be for business purposes.

No fuel cost may be claimed if the employee has not borne the full cost of fuel used in the vehicle and no maintenance cost may be claimed if the employee has not borne the full cost of maintaining the vehicle (e.g. if the vehicle is the subject of a maintenance plan).

The fixed cost must be reduced on a pro rata basis if the vehicle is used for business purposes for less than a full year.

The actual distance travelled during a tax year and the distance travelled for business purposes substantiated by a logbook are used to determine the costs which may be claimed against a travelling allowance.

Alternatively

- At the option of the employee, where the distance travelled for business purposes does not exceed 8 000 kilometres per annum, no tax is payable on the reimbursement paid by an employer to an employee, up to the rate of 324 cents per kilometre for actual business mileage travelled (regardless of the value of the vehicle).
- This alternative is not available if other compensation in the form of an allowance or any other reimbursement is received from the employer in respect of the vehicle.

Note: The rates in the Fixed Cost Table are adjusted periodically. The rates in the table on this page relate only to the 2013/14 tax year, i.e. from 1 March 2013 – 28 February 2014.

Company Cars

Effective 1 March 2011, employees may also be entitled to claim a reduction on the fringe benefit in respect of business mileage travelled in motor vehicles provided by an employer. In order to claim such a deduction, an accurate record of business mileage travelled is required. This logbook may also be used for this purpose.

For the rates for other tax years please visit the SARS website at www.sars.gov.za or call the Contact Centre on 0800 00 SARS (7277).

SARS Travel Logbook

PRIMARY INFORMATION TO BE FURNISHED BY A TAXPAYER AS REQUIRED BY SARS

	TOTAL
Opening kilometres at the beginning of the year of assessment	
Closing kilometres at the end of the year of assessment	

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

DAILY BUSINESS TRAVEL RECORDS

Date	Kilometre Recording		Total Business Kms	Business Travel Details			Actual Fuel & Oil Costs (R)	Actual Repairs & Maintenance Costs (R)
	Opening Kilometres	Closing Kilometres		From	To	Reason		
TOTAL								

Lehae la SARS, 299 Bronkhorst Street, Nieuw Muckleneuk, Pretoria, 0181, Private Bag X923, Pretoria, 0001, South Africa.
Telephone: +27 12 422 4000, **Fax:** +27 12 422 5181, **Web:** www.sars.gov.za

SARS
At Your Service