



TRAVEL LOGBOOK

2016/17



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). The difference between the closing and opening readings will 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.

It is now compulsory to keep a logbook of all your travel in which you record what travel was for business and what travel was for private purposes if you want to claim a travel deduction. The logbook must contain the following minimum information relating to your business travel:

- Date of travel
- Kilometres travelled
- Travel details (where to and reason for the trip)

Note: Where you used more than one vehicle in the tax year, a separate logbook must be kept for each vehicle that was used.

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 2016 to 28 February 2017 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 for a period of at least five years as you may be required to submit it to SARS for verification of your claim. SARS accepts electronic logbooks as an acceptable record.

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 2016 - 28 February 2017

Rates per kilometre, which may be used in determining the allowable deduction for business travel where no records of actual costs are kept, are calculated 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 - 80 000	26 675	82.4	30.8
80 001 - 160 000	47 644	92.0	38.6
160 001 - 240 000	68 684	100.0	42.5
240 001 - 320 000	87 223	107.5	46.4
320 001 - 400 000	105 822	115.0	54.5
400 001 - 480 000	125 303	132.0	64.0
480 001 - 560 000	144 784	136.5	79.5
exceeding 560 000	144 784	136.5	79.5

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 covered by 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 log book 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 for the year of assessment, no tax is payable on the reimbursement paid by an employer to an employee, up to the rate of 329 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 (other than for parking or toll fees) 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 2016/17 tax year, i.e. from 1 March 2016 – 28 February 2017.

Company Cars

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 mileage travelled is required. This logbook may also be used for this purpose. The same minimum information as set out above is also required for company cars.

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

SARS Travel Logbook

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								

SARS Travel Logbook

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								



Always keep your SARS Travel Logbook safe and secure. Use it as a source of information when compiling your Income Tax Return (ITR12). Should you go to a SARS branch, a SARS agent will assist you to submit your ITR12 electronically. Take your completed Travel logbook together with all other supporting documents with. For more information visit the SARS website www.sars.gov.za or call the SARS Contact Centre on 0800 00 7277

Lehae la SARS, 299 Bronkhorst Street, Nieuw Muckleneuk, Pretoria, 0181. Private Bag X923, Pretoria, 0001, South Africa
Telephone: 012 422 4000, **Fax:** 012 422 5181, **Web:** www.sars.gov.za