

TRAVELLING SCHEDULE TO SUBSTANTIATE YOUR CLAIM

PLEASE NOTE THAT YOUR CLAIM WILL NOT BE CONSIDERED IF PART 2 OF THIS SCHEDULE HAS NOT BEEN COMPLETED.

1: DETAILS OF MOTOR VEHICLES

Registration no.	Make and model	Date acquired or leased	Cost price or cash value	If sold or traded in during the year		Value at beginning of year of assessment (Only i.r.o. part 4)
				Selling price	Date sold	

2: DETERMINATION OF BUSINESS USE

IF AN ACCURATE LOGBOOK WAS KEPT, A COPY THEREOF MUST ACCOMPANY THIS RETURN

(i) Odometer reading on 2004/02/29 (indicate date if other than 2004/02/29)

(ii) Odometer reading on 2003/03/01

Total of actual kilometres travelled {(i) - (ii)}

LESS: Private kilometres travelled

BUSINESS KILOMETRES TRAVELLED

Vehicle 1	Vehicle 2
Kilometres	Kilometres

If you are in receipt of a travel allowance, you have the option to complete either part 3 or 4 to calculate your claim.
If you are not in receipt of an allowance, you may only complete part 4 to calculate your claim.

3: WHERE NO RECORDS OF EXPENSES HAVE BEEN KEPT

(Please see page 2 for table of fixed, fuel and maintenance costs)

$$\text{FIXED COST} = \frac{\text{Fixed cost}}{\text{Total km travelled}} \times \frac{\text{Period used (days)}}{366}$$

R	X	days
_____		_____
km		366

R	X	days
_____		_____
km		366

Fuel costs

Maintenance costs

TOTAL COST (cents per km)

Business km travelled X Total cost

Business km travelled X Total cost

Vehicle 1	Vehicle 2

Business kilometres travelled are limited to 18 000 km where no accurate logbook was kept.

TOTAL DEDUCTION: VEHICLES 1 & 2 (Carry this amount over to the applicable part of your return)

4: WHERE RECORDS OF EXPENSES HAVE BEEN KEPT

Fuel and oil

Repairs and maintenance

Insurance and licences

Other expenses (specify on a separate schedule)

Wear and tear, **OR**

Lease payments

$$\text{BUSINESS COST} = \frac{\text{Business km travelled}}{\text{Total km travelled}} \times \frac{\text{Total cost}}{\text{I}}$$

km	X	R
_____		_____
km		I

km	X	R
_____		_____
km		I

TOTAL DEDUCTION: VEHICLES 1 & 2 (Carry this amount over to the applicable part of your return)

Vehicle 1	Vehicle 2
Rands	Rands

TRAVELLING SCHEDULE TO SUBSTANTIATE YOUR CLAIM

(Continued)

REFER TO PART 3

SCALE OF COSTS IN RESPECT OF MOTOR VEHICLES

Where the value of the vehicle	Fixed cost R	Fuel cost c	Maintenance cost c
Does not exceed R30 000	16 916	23,1	17,1
exceeds R30 000 but does not exceed R35 000	18 984	23,5	17,3
exceeds R35 000 but does not exceed R40 000	21 051	23,8	17,8
exceeds R40 000 but does not exceed R45 000	23 116	24,3	18,5
exceeds R45 000 but does not exceed R50 000	25 197	24,8	19,2
exceeds R50 000 but does not exceed R55 000	27 670	25,3	19,9
exceeds R55 000 but does not exceed R60 000	29 778	25,5	20,6
exceeds R60 000 but does not exceed R70 000	33 873	25,9	21,3
exceeds R70 000 but does not exceed R80 000	38 102	26,1	22,2
exceeds R80 000 but does not exceed R90 000	40 538	26,3	22,7
exceeds R90 000 but does not exceed R100 000	44 535	26,5	23,4
exceeds R100 000 but does not exceed R110 000	48 533	26,8	24,1
exceeds R110 000 but does not exceed R120 000	51 110	27,5	24,8
exceeds R120 000 but does not exceed R130 000	54 990	28,1	25,5
exceeds R130 000 but does not exceed R140 000	58 803	28,9	26,2
exceeds R140 000 but does not exceed R150 000	62 677	29,4	26,9

Where the value of the vehicle exceeds R150 000 -

- the fixed cost will be the sum of R62 677 plus an amount of R3 874 for every R10 000 or part thereof by which the value exceeds R150 000;
- the fuel cost will be 29,4 cents per kilometre; and
- the maintenance cost will be 26,9 cents per kilometre.

If the vehicle was used for business purposes for a period of less than 12 months, the fixed cost component must be reduced pro rata on a day-to-day basis.

EXAMPLE:

You own a vehicle with a "value" of R47 250 and receive a travelling allowance of R2 000 per month for the full year. During the year of assessment you travelled 45 000 kilometres and have not kept accurate records of business and private trips.

The taxable portion of the benefit is determined as follows:

Total kilometres are limited to	32 000
LESS: Kilometres deemed to be private use	14 000
Kilometres deemed to be business use	18 000

Fixed cost element (see table of scale above) R 25 197

The fixed cost element per kilometre is therefore:

$$\frac{25\ 197}{45\ 000} \times \frac{366}{366} = 56,0 \text{ cent s}$$

The fuel cost element per kilometre is	24,8 cents
The maintenance cost element per kilometre is	19,2 cents
Total cost per kilometre	100,0 cents

Total cost of business travelling:

Business km x total cost per km (i.e. 18 000 km x 100 cents) = R 18 000

Should the amount of the calculated claim exceed the amount of the travel allowance received, your claim must be limited to the amount of the allowance.