If you are paid a travel allowance for the use of your personal vehicle for business purposes, it will reflect under code 3701 or 3702 on your payslips and IRP5 certificate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **TRAVEL ALLOWANCE (CODE 3701 and 3702)** | |  | |
| **Did you keep a travel logbook?**  **If ‘no’ we will not be able to claim a travel allowance refund** | | **yes** | | **no** |
| **For each business trip on your logbook, do you have the following: \*date \*opening kilometres \*closing kilometres \*starting point (suburb) \*destination(suburb) \*reason for trip?**  **If ‘no’ please correct this on your logbook before you send it to us. Also note that trips to your place of work cannot be claimed as business travel.**  **Travel logbooks with insufficient information will be rejected and your travel claim disallowed** | | **yes** | | **no** |
| **Does your employer pay for petrol, e.g. petrol card?** | | **yes** | | **no** |
| **Does your employer pay for maintenance on your car?** | | **yes** | | **no** |

**EXAMPLE (column headings)**

|  |  |
| --- | --- |
| **Date** | Date of trip made |
| **Opening km’s** | Opening kilometres beginning of trip – |
| **Closing km’s** | Closing kilometres at end of the trip |
| **Total business km’s** | Closing km’s less opening km’s – you only need to show business km’s |
| **Total private km’s** | Optional to show private kilometres |
| **From – start point** | Where the trip started; the suburb where you started your journey |
| **To – destination(s)** | Suburbs that you visited indicating suburb(s) – split into individual trips if necessary for a particular day. |
| **Reason** | **MUST COMPLETE** - Reason for the trip, e.g. sales visit, delivery, meeting etc. |

**Please complete for each vehicle**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **VEHICLE 1 DETAILS** | | | | | | | | | | | | | | | |  | |
| **Make:** | | |  | | | | | | | **Model** | |  | | | | | | |
| **Reg.no.** | | |  | | | | | | | **Year** | |  | | | | | | |
| **purchase date** | | | |  | | **Purchase price** | |  | | | | | **Financed?** | | | **yes** | | **no** |
| **Opening km** | |  | | | **Closing km** | |  | | **Total km** | |  | | | **business km** |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **VEHICLE 2 DETAILS** | | | | | | | | | | | | | | | |  | |
| **Make:** | | |  | | | | | | | **Model** | |  | | | | | | |
| **Reg.no.** | | |  | | | | | | | **Year** | |  | | | | | | |
| **purchase date** | | | |  | | **Purchase price** | |  | | | | | **Financed?** | | | **yes** | | **no** |
| **Opening km** | |  | | | **Closing km** | |  | | **Total km** | |  | | | **business km** |  | | | |