

TAX LOGBOOK – BUSINESS AND PRIVATE TRIPS MARKETING RELEASE V2.0 – 14.02.2020



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Tax Log Book Report

The Tax Log book is an accurate ledger that compiles a vehicle trip history and allows for the trips to be categorised as business or private mileage. This report assists when the time arrives to submit tax returns. The report can be saved to an Autotrak users desktop or emailed directly from the website, after the trips have been categorised. Should the user select the email icon, the report will be emailed to the Autotrak user whom logged in using the Autotrak users credentials.

*Please note that GPS distance is used in the calculation of the vehicle's millage, this will not be aligned with that of the vehicle's odometer reading.





- 1. In order to generate a tax log book report click on the vehicle icon.
- 2. Select/tick the applicable vehicle







- 3. Click the vehicles tab
- 4. Click the tax logbook report (as seen at the top of the drop down menu)

∖ •A	UTOTRAK	Vehicles	Drivers	General	Maps	Areas	Settings	AutoFuel
~	2 Ma	Tax Logbook		ısh	Report	Messages (2	21)	
Search		Vehicle Moven	nent Report					Kavango
	ENG KZN	Vehicle Waypo	oint Report			Skeleton Coast Par	k Kunene	West
	OTRAK BLOEMFO	Vehicle Excep	tion Report					Otiozondiuna
	OTRAK CPT OTRAK EC	Vehicle Road S	Speeding Rep	ort				
	OTRAK JHB	Vehicle Event	Report				Erongo	Omaheke
i≕ AUTC ⊨	OTRAK KZN AUTOTRAK KZI	Vehicle Fuel R	eport					Namibia
+…	🗌 📕 NU111077	Vehicle Driver	Report			Nam	ib Naukluft: Park	Hardap
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+ +	NU150250 NU27103 (Vehicle Busine	ess/Private Re	eport				indias
+	✓ → NU3150R	Behaviour Rep	port					Norther
+… +…	NU40309S NU50763 (Class A2 Vehi	cle Toll Report	t				Cape
+	NU58931A	Master Vehicle	e List Report					Mr M
÷	Removed	Vehicle Latest	Position Repo	ort				
		Vehicle Servic	e Report					
4		Alert History F	Report					Cape Town Paarl
Show a	ll checked vehicles							Stelle nbosch Western Cape





- The system generates a default time: 00h00 – 23h59. This can be amended if required.
- 6. Select the year date range. The report has the functionality to generate for an entire year or alternatively monthly.
- 7. Click generate report







General		Maps	Areas	Settings	AutoFuel	
Мар	Dash	Report	Messages (2	1)		

Loading Tax Logbook ...

This report is running over a period longer than 31 days, this may take up to 5 minutes to finish.



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8. The system will take a couple of minutes to generate the report, please be patient.

The report automatically categorises all trips as 'private trips', this is a default setting.



- 9. To differentiate business trips from that of private trips, select the business operating hours.
- 10. Click the Business icon
- 11. Click apply

Tax Logbook			
Updated Business/Private Totals			
Set all trips starting after 08h00 and before 17h00 on I Mondays t	o Fridays □Saturdays □ Sundays as ® Busine	ess O Private Apply	
Vehicle NU154256 (Make: FORD, Model: FIGO, Year:)) Totals for Period Sun 02/02/2020 00h00 GMT+2:00 to: Sat 08/02/2020 Total Private 642km Total Business 32km Opening Odo 46550km Closing Odo 47225km Total Distance 6	0 23h59 GMT+2:00 674km		
# Private/Business Started From	Arrived at Arrived	Total km Opening Odo Closing Odo Reason For Travel	Actual repairs Actual fuel & & oil costs maintenance costs
1 Private Business Mon 03/02/2020 06h49 Lyndsay home	07h12 Moore Road,Durban	12.7km 48550km 48563km	R R
2 Private Business Mon 03/02/2020 07h13 Moore Road, Durban	07h41 Autotrak KZN	24.3km 48563km 48587km	R R
3 Private Business Mon 03/02/2020 11h22 Autotrak KZN	11h58 Nollsworth Crescent, Umhlanga	40.4km 46587km 46628km	RR
4 ●Private ^O Business Mon 03/02/2020 12h22 Nollsworth Crescent,Umhlanga	12h45 The Cerscent, Westville	23.1km 46628km 46651km	R R
5 Private Business Mon 03/02/2020 12h47 The Cerscent, Westville	13h03 Village Road, Kloof	14.1km 48651km 48665km	R R
8 Private Business Mon 03/02/2020 13h05 Village Road, Kloof	13h12 Autotrak KZN	3.7km 48685km 48689km	R R
7 Private® Business Mon 03/02/2020 16h49 Autotrak KZN	17h28 Ame Crescent, Durban	32.7km 48669km 48701km	R R
1 Private Business Tue 04/02/2020 08h48 Ame Crescent, Durban	07h13 Moore Road, Durban	10.6km 48701km 48712km	R R
2 Private Business <u>Tue 04/02/2020 07h14</u> Moore Road, Durban	07h41 Autotrak KZN	24.3km 48712km 48738km	RR
3 Private Business Tue 04/02/2020 16h50 Autotrak KZN	17h45 Lyndsay home	32.7km 46736km 46769km	R R
1 Private Business <u>Wed 05/02/2020 06h53</u> Lyndsay home	07h15 Moore Road, Durban	12.6km 46769km 46781km	RR
2 Private Business <u>Wed 05/02/2020 07h21</u> Moore Road, Durban	07h35 Penzance Road, Durban	2.9km 46781km 46784km	R R
3 Private Business <u>Wed 05/02/2020 07h54</u> Penzance Road, Durban	08h08 Edwin Swales Drive, Durban	5.1km 48784km 48789km	R R
4 Private Business Wed 05/02/2020 08h11 Edwin Swales Drive, Durban	08h17 Flower Road,Durban	1.6km 46789km 46791km	R R
5 Private Business <u>Wed 05/02/2020 08h21</u> Flower Road, Durban	08h27 Edwin Swales Drive, Durban	0.8km 48791km 48792km	RR
8 Private Business <u>Wed 05/02/2020 08h31</u> Edwin Swales Drive, Durban	08h42 South Coast Road, Durban	2.9km 48792km 48795km	R R
7 Private Business <u>Wed 05/02/2020 09h11</u> South Coast Road, Durban	10h05 Autotrak KZN	44.4km 48795km 48839km	R R
8 Private Business <u>Wed 05/02/2020 13h00</u> Autotrak KZN	13h26 Island Circle, Newlands	29.7km 46839km 46869km	R R



The report will now differentiate between business and private trips.

An overview of the following will be provided:

- Total private mileage
- Total business mileage
- Opening odometer
- Closing odometer
- Total distance

Tax Logbook

Updated Business/Private Totals

Set all trips starting after 08h00 and before 17h00 on @Mondays to Fridays Saturdays Sundays as Business Private Apply

Vehicle NU154256 (Make:	FORD, Model: FIGO, Year:)
Totals for Period Sun 02/0	2/2020 00h00 GMT+2:00	to: Sat 08/02/2020 23h59 GMT+2:00
Total Private 642km	Total Business 32km	
Opening Odo 46550km	Closing Odo 47225km	Total Distance 674km

#	Private/Business	Started	From	Arri	ived at Arrived	Tota	il km Ope	ning OdoClosin	ig Odo Reason For Travel	Actual fuel & oil costs	Actual repairs & & maintenance costs
1	Private ^O Business Monormal	on 03/02/2020 06h	49 Lyndsay home	07h12	Moore Road, Durban	12.7km	46550km	46563km		R	R
2	Private ^O Business <u>M</u>	on 03/02/2020 07h	13 Moore Road, Durban	07h41	Autotrak KZN	24.3km	46563km	46587km		R	R
3	Private ^O Business <u>M</u>	on 03/02/2020 11h2	22 Autotrak KZN	11h58	Nollsworth Crescent,Umhlanga	40.4km	46587km	46628km		R	R
4	Private ^O Business Monormal	on 03/02/2020 12h	22 Nollsworth Crescent,Umhlanga	12h45	The Cerscent, Westville	23.1km	46628km	48651km		R	R
5	● Private [©] Business <u>M</u>	on 03/02/2020 12h	47 The Cerscent, Westville	13h03	Village Road,Kloof	14.1km	46651km	48685km		R	R
8	Private ^O Business <u>M</u>	on 03/02/2020 13h	05 Village Road,Kloof	13h12	Autotrak KZN	3.7km	46665km	46669km		R	R
7	○ Private® Business <u>M</u>	on 03/02/2020 16h4	49 Autotrak KZN	17h28	Arne Crescent, Durban	32.7km	46669km	46701km		R	R
1	Private Business Tu	ie 04/02/2020 06h4	8 Ame Crescent, Durban	07h13	Moore Road, Durban	10.6km	46701km	48712km		R	R
2	Private ^O Business <u>Tu</u>	ie 04/02/2020 07h1	4 Moore Road, Durban	07h41	Autotrak KZN	24.3km	46712km	48738km		R	R
3	Private ^O Business <u>Tu</u>	ie 04/02/2020 16h5	0 Autotrak KZN	17h45	Lyndsay home	32.7km	46736km	46769km		R	R
1	Private ^O Business <u>W</u>	ed 05/02/2020 06h	53 Lyndsay home	07h15	Moore Road, Durban	12.6km	46769km	46781km		R	R
2	Private ^O Business <u>W</u>	ed 05/02/2020 07h	21 Moore Road, Durban	07h35	Penzance Road, Durban	2.9km	46781km	46784km		R	R
3	Private ^O Business <u>W</u>	ed 05/02/2020 07h	54 Penzance Road, Durban	08h08	Edwin Swales Drive, Durban	5.1km	46784km	46789km		R	R
4	Private ^O Business <u>W</u>	ed 05/02/2020 08h	11 Edwin Swales Drive, Durban	08h17	Flower Road, Durban	1.6km	46789km	46791km		R	R
5	Private [®] Business <u>W</u>	ed 05/02/2020 08h	21 Flower Road, Durban	08h27	Edwin Swales Drive, Durban	0.8km	46791km	46792km		R	R
8	Private ^O Business <u>W</u>	ed 05/02/2020 08h	31 Edwin Swales Drive, Durban	08h42	South Coast Road, Durban	2.9km	46792km	46795km		R	R
7	Private ^O Business <u>W</u>	ed 05/02/2020 09h	11 South Coast Road, Durban	10h05	Autotrak KZN	44.4km	46795km	46839km		R	R
8	Private Business	ed 05/02/2020 13h	00 Autotrak KZN	13h26	Island Circle.Newlands	29.7km	46839km	46869km		R	R





Before the report is finalized the user must enter an appropriate reason for travel within the "Reason for travel" column in the report and enter the vehicle year model within the appropriate year box. The South African Revenue Service require users who submit claims for business mileage to include the vehicle, make, model year and various reasons for travel within their submissions. All users that submit claims to the South African Revenue Service must therefore populate the reason for travel for all business trips and the year model of the vehicle within the provided columns or boxes. Should a claim be submitted without the reason for travel description, make, model and year of the vehicle your claim will be repudiated by the South African Revenue Service.



12. Once a user has entered their reason for business travel the system automatically saves the info that the user has entered. The user therefore has the functionality to complete portions of data entry and return at a later stage to complete the data for SARS submission, the same principle applies for the entering of the vehicle year model.

Updated Business/Private Totals

Tax Logbook

Set all trips starting after 08h00 and before 17h00 on Mondays to Fridays Saturdays Sundays as Business Private Apply

Vehicle NU154256 (Make: FORD, Model: FIGO, Yea Totals for Period Sun 02/02/2020 00h00 GMT+2:00 Total Private 642km Total Business 32km Opening Odo 46550km Closing Odo 47225km

:00 to: Sat 08/02/2020 23h59 GMT+2:00 n 5km Total Distance 674km

# Private/Business Started From	Arrived at Arrived	Total km Opening OdoClosing Odo Reason For Travel	Actual rep Actual fuel & & oil costs maintenan costs
1 Private Business Mon 03/02/2020 06h49 Lyndsay home	07h12 Moore Road, Durban	12.7km 48550km 48563km	RR
2 Private Business Mon 03/02/2020 07h13 Moore Road, Durban	07h41 Autotrak KZN	24.3km 46563km 46587km	RR
3 Private Business Mon 03/02/2020 11h22 Autotrak KZN	11h58 Nollsworth Crescent, Umhlanga	40.4km 46587km 46628km	R R
4 Private Business Mon 03/02/2020 12h22 Nollsworth Crescent,Umhlanga	12h45 The Cerscent, Westville	23.1km 48628km 48651km	RR
5 Private Business Mon 03/02/2020 12h47 The Cerscent, Westville	13h03 Village Road,Kloof	14.1km 46651km 46665km	RR
8 Private Business Mon 03/02/2020 13h05 Village Road, Kloof	13h12 Autotrak KZN	3.7km 46665km 46669km	RR
7 OPrivate® Business Mon 03/02/2020 16h49 Autotrak KZN	17h28 Ame Crescent, Durban	32.7km 46669km 46701km	RR
1 Private Business <u>Tue 04/02/2020 06h48</u> Arne Crescent, Durban	07h13 Moore Road, Durban	10.6km 46701km 46712km	RR
2 Private Business <u>Tue 04/02/2020 07h14</u> Moore Road, Durban	07h41 Autotrak KZN	24.3km 46712km 46736km	RR
3 Private Business <u>Tue 04/02/2020 16h50</u> Autotrak KZN	17h45 Lyndsay home	32.7km 46736km 46769km	RR
1 Private Business <u>Wed 05/02/2020 06h53</u> Lyndsay home	07h15 Moore Road, Durban	12.6km 46769km 46781km	RR
2 Private Business <u>Wed 05/02/2020 07h21</u> Moore Road, Durban	07h35 Penzance Road, Durban	2.9km 46781km 46784km	RR
3 Private Business <u>Wed 05/02/2020 07h54</u> Penzance Road, Durban	08h08 Edwin Swales Drive, Durban	5.1km 46784km 46789km	RR
4 Private Business <u>Wed 05/02/2020 08h11</u> Edwin Swales Drive, Durban	08h17 Flower Road, Durban	1.6km 46789km 46791km	R R
5 Private Business <u>Wed 05/02/2020 08h21</u> Flower Road, Durban	08h27 Edwin Swales Drive, Durban	0.8km 46791km 46792km	R R
8 Private [®] Business <u>Wed 05/02/2020 08h31</u> Edwin Swales Drive, Durban	08h42 South Coast Road, Durban	2.9km 48792km 48795km	RR
7 Private Business <u>Wed 05/02/2020 09h11</u> South Coast Road, Durban	10h05 Autotrak KZN	44.4km 46795km 46839km	RR
8 Private Business <u>Wed 05/02/2020 13h00</u> Autotrak KZN	13h26 Island Circle,Newlands	29.7km 46839km 46869km	RR



13. Once your report is finalised and all changes with regards to business and private times, reason for travel, make, model and vehicle year model are entered ,Click any 1 of the following options:



- View report this will simply display the report (this will be displayed in adobe in PDF format and can be saved to the desktop)
- Save the report can be saved to the users desktop (PDF only)
- Email the report will be emailed to the users email address. This is the same user email address as used to login. (PDF only)

View Report Save Email Export

Tax Logbook

Updated Business/Private Totals

Set all trips starting after 08h00 and before 17h00 on CMondays to Fridays Saturdays Sundays as Business Private Apply

Vehicle NU154256 (Make: FORD, Model: FIGO, Year:

 Totals for Period Sun 02/02/2020 00h00 GMT+2:00
 to: Sat 08/02/2020 23h59 GMT+2:00

 Total Private 642km
 Total Business 32km

 Opening Odo 46550km
 Closing Odo 47225km

 Total Distance 674km

# Private/Business	Started	From	Arr	ived at Arrived	Tota	al km Ope	ning OdoClosir	ng Odo Reason For Travel	Actual fuel a oil costs	Actual repairs & & maintenance costs
1 Private Busines	s Mon 03/02/2020	06h49 Lyndsay home	07h12	Moore Road, Durban	12.7km	46550km	46563km		R	R
2 Private Busines	s Mon 03/02/2020	07h13 Moore Road, Durban	07h41	Autotrak KZN	24.3km	46563km	46587km		R	R
3 Private Busines	s Mon 03/02/2020	11h22 Autotrak KZN	11h58	Nollsworth Crescent,Umhlanga	40.4km	46587km	46628km		R	R
4 ● Private ^O Busines	s <u>Mon 03/02/2020</u>	12h22 Nollsworth Crescent,Umhlanga	12h45	The Cerscent, Westville	23.1km	46628km	46651km		R	R
5 Private Busines	s Mon 03/02/2020	12h47 The Cerscent, Westville	13h03	Village Road,Kloof	14.1km	48651km	46665km		R	R
6	s Mon 03/02/2020	13h05 Village Road,Kloof	13h12	Autotrak KZN	3.7km	46665km	46669km		R	R
7 Private® Busines	s <u>Mon 03/02/2020</u>	16h49 Autotrak KZN	17h28	Arne Crescent, Durban	32.7km	46669km	46701km		R	R
1 Private Busines	s <u>Tue 04/02/2020</u>	06h48 Arne Crescent, Durban	07h13	Moore Road, Durban	10.6km	46701km	46712km		R	R
2 Private Busines	s <u>Tue 04/02/2020</u>	07h14 Moore Road, Durban	07h41	Autotrak KZN	24.3km	46712km	46736km		R	R
3 Private Busines	s <u>Tue 04/02/2020</u>	16h50 Autotrak KZN	17h45	Lyndsay home	32.7km	46736km	46769km		R	R
1 Private Busines	s Wed 05/02/2020) <u>06h53</u> Lyndsay home	07h15	Moore Road, Durban	12.6km	46769km	46781km		R	R
2 Private Busines	s Wed 05/02/2020	07h21 Moore Road, Durban	07h35	Penzance Road, Durban	2.9km	46781km	46784km		R	R
3 Private Busines	s Wed 05/02/2020	07h54 Penzance Road, Durban	08h08	Edwin Swales Drive, Durban	5.1km	46784km	46789km		R	R
4 ● Private ^O Busines	s Wed 05/02/2020	08h11 Edwin Swales Drive, Durban	08h17	Flower Road, Durban	1.6km	46789km	46791km		R	R
5 Private Busines	s Wed 05/02/2020	08h21 Flower Road, Durban	08h27	Edwin Swales Drive, Durban	0.8km	48791km	46792km		R	R
6 Private Busines	s Wed 05/02/2020	08h31 Edwin Swales Drive, Durban	08h42	South Coast Road, Durban	2.9km	46792km	46795km		R	R
7 Private Busines	s Wed 05/02/2020	09h11 South Coast Road, Durban	10h05	Autotrak KZN	44.4km	46795km	46839km		R	R
8 Private Busines	s Wed 05/02/2020	<u>13h00</u> Autotrak KZN	13h26	Island Circle,Newlands	29.7km	46839km	46869km		R	R





The Tax Logbook report has been changed to incorporate a "reason for travel" column, vehicle make model and year box for the 2020 tax submission year as per new mandatory requirements determined by the South African Revenue Service.

For further information please contact our Marketing Department on marketing@autotrak.co.za

- Yours Sincerely,
- The Autotrak Marketing Team
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