SARS Travel Logbook

Free template · Tax year 1 March to the last day of February · One logbook per vehicle

SA Logbook

Primary information to be furnished by a taxpayer as required by SARS

Taxpayer name	
Tax year (e.g. 2026/27)	
Vehicle make & model	
Registration number	
Value of vehicle incl. VAT (R)	
Opening kilometres at the beginning of the year of assessment (1 March)	
Closing kilometres at the end of the year of assessment (last day of February)	
Total kilometres (closing − opening)	
Total business kilometres (sum of business trips)	
Business % (business km ÷ total km)	

What SARS asks for

- Odometer reading on 1 March and on the last day of February.
- For every business trip: the date, kilometres travelled, where you started, where you went and the reason.
- Private trips need no details. Travel between home and your place of work is private.
- A separate logbook for each vehicle.
- Keep your logbook for at least 5 years from the date you submit your return.
- SARS accepts electronic logbooks.

Sources (sars.gov.za)

SARS Travel e-log book page and the SARS eLogbook 2026-27.
2026/27 simplified rate for per-km reimbursements: R4.95/km (GG 54228).

Let your phone keep it: SA Logbook records trips by GPS, you swipe business or private, and it exports this format as a PDF. salogbook.co.za

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SARS Travel Logbook · Daily business travel records

Vehicle reg: _____ Tax year: _____ Page _____

Date	Kilometre recording		Total business km	Business travel details			Actual fuel & oil costs (R)	Actual repairs & maintenance costs (R)
	*Opening km	*Closing km		From	To	Reason		
TOTAL								

*These fields are not compulsory. Record business trips only; travel between home and work is private. · Free template from salogbook.co.za · SA Logbook is not affiliated with or endorsed by SARS.

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