

Time usage diary (for depreciating assets)

It is recommended that a time usage diary adopt the following format:

Time usage diary						
Date	Time commenced	Time finished	Total time	Business percentage	Private usage	Type of task undertaken
.....
.....
.....
.....
.....
Summary						
Depreciating asset					
Date time diary commenced					
Date time diary finished					
Total business hours usage					
Total hours (business and private)					
Creditable (business) use percentage (%) (business hours divided by total hours)					