



## NOVATED LEASE EXPENSE CLAIM FORM

### 1. Claimants Details - Please complete in full

Full Name:		Company Name:		
Phone Number:		Vehicle Registration:		
Email Address:		Current Odo Reading:		as at    /    /
Home Address:				

### 2. Expense Reimbursements - Please complete the appropriate sections below in full

**IMPORTANT-** It is at all times the responsibility of the employee to ensure their motor vehicle is registered and comprehensively insured. All renewal papers for registration and comprehensive insurance are sent directly to the driver by the relevant parties.

#### a. Registration Expense - Please tick the relevant box and fill in the expense amount

Registration	\$	<input type="checkbox"/> Please Pay Supplier Direct	<input type="checkbox"/> Please Reimburse me
<p><b>NSW Registration renewals please note:</b> If a manual pink slip (not electronically transferred to the RTA) has been purchased for a NSW Registration renewal sgfleet will require the original documents in order to pay the supplier directly.</p>			

#### b. Insurance Expense - Please tick the relevant box and fill in the expense amount

Comprehensive Insurance	\$	<input type="checkbox"/> Please Pay Supplier Direct	<input type="checkbox"/> Please Reimburse me
CTP Insurance	\$	<input type="checkbox"/> Please Pay Supplier Direct	<input type="checkbox"/> Please Reimburse me
Auto Club Membership	\$	<input type="checkbox"/> Please Pay Supplier Direct	<input type="checkbox"/> Please Reimburse me

#### c. Other Running Cost Expense(s) - Please itemise

Fuel Purchase/s	\$
Maintenance	\$
Other Vehicle Expenses	\$

### 3. Reimbursement - Please tick

<input type="checkbox"/> Please Reimburse Expenses via EFT	<input type="checkbox"/> Please Reimburse Expenses via Cheque
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If your tax invoice does not show a GST portion for purchases over \$82.50 your sgfleet vehicle fund will be charged the full amount inclusive of GST, if the purchase is under \$82.50 you will not be charge the GST portion. Your reimbursement will be processed on the condition you have sufficient funds in you sgfleet Vehicle Fund. If you nominate your reimbursement to be paid via EFT, this will be paid into the bank account details that we have on record for you. To confirm or change which bank account we have on record, please do so on our website at [www.sgfleet.com](http://www.sgfleet.com) via the tool kit, Update Bank Account Details.

### 4. Declaration - I declare the attached invoices were properly incurred in the running and maintenance of my vehicle. I also confirm where reimbursement has been requested, that the expense has already been paid in full prior to this request.

Claimants Signature:	Date:
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**BEFORE SUBMITTING YOUR CLAIM PLEASE ENSURE YOU HAVE SUFFICIENT FUNDS**

Please visit our website [www.sgfleet.com](http://www.sgfleet.com)

**Please only submit a copy of your receipt(s) as we do not require the originals.**