

Expense Reimbursement Form

Servicing, repairs, tyres, punctures and batteries

Personal details	
Name	Vehicle registration number
<input type="text"/>	<input type="text"/>
Driver's address (mandatory)	
<input type="text"/>	
Company	
<input type="text"/>	
Claim amount	
Total claim amount (please attach valid tax invoice/ receipts* to this claim)	
<input type="text"/>	
Bank account details for electronic funds transfer	
BSB	Account number
<input type="text"/>	<input type="text"/>
Bank	Branch
<input type="text"/>	<input type="text"/>
Full name(s) of account holder(s)	
<input type="text"/>	
Reason for reimbursement	
<input type="text"/>	
Declaration	
I declare that the attached invoice(s) and receipt(s) are valid records of personal expenses incurred by me against the nominated lease vehicle. I am seeking reimbursement of this cost from SG Fleet and authorise for same to be included within my lease in accordance with the contract terms.	
Full name	Email
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

Please forward valid tax invoices / receipts* with this completed form to maintenancereimbursm@sgfleet.com.

Please retain a copy of your receipt(s). Visit the Driver Support page on our website www.sgfleet.com to download additional forms

A valid Tax invoice / receipt must contain the following details:

The words "Tax invoice", supplier's name, supplier's ABN number, type and quantity of product purchased, date of issue, GST component and total amount including GST.

***Failure to produce a valid Tax Invoice / Receipt may lead to rejection of this claim.**