



## Expense Reimbursement Form For Servicing, Repairs, Tyres, Punctures & Batteries

<b>Name:</b>	<b>Vehicle Rego No:</b>
<b>Company:</b>	
<b>Driver's address (mandatory):</b>	

### Claim Amount

<b>Total claim amount:</b> Please attach valid tax invoice/receipts* to this claim
---

### Bank account details for electronic funds transfer

<b>BSB:</b>	<b>Account Number:</b>
<b>Bank:</b>	<b>Branch:</b>
<b>Full Name(s) of account holder(s):</b>	

### Reason for Reimbursement

--------------

### Declaration

I declare that the attached invoice(s) & receipt(s) are valid records of personal expenses incurred by me against the nominated lease vehicle. I am seeking reimbursement of this cost from SGFLEET and authorise for same to be included within my lease in accordance with the contract terms.	
<b>Signature:</b>	<b>Date:</b>
<b>Full Name:</b>	<b>Email</b>

Please forward valid **tax invoices / receipts\*** with this completed form to Maintenance Department.  
⇒ SG Fleet Australia Pty Limited, Locked Bag 1003, Gordon, NSW 2072, or  
⇒ email to [maintenancereimbursm@sgfleet.com](mailto:maintenancereimbursm@sgfleet.com)

Please retain a copy of your receipt(s). Additional Expense Reimbursement forms can be downloaded from our website:  
[www.sgfleet.com](http://www.sgfleet.com)

\*A valid Tax Invoice / Receipt must contain the following details:  
The words "Tax Invoice", Suppliers Name, Suppliers 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 claim.**