

# Expense reimbursement form

Servicing, repairs, tyres, punctures and batteries

## Personal details

Name

Vehicle registration number

Company

Driver's address (mandatory)

## Claim amount

Total claim amount (please attach valid tax invoice/ receipts\* to this claim)

## Bank account details for electronic funds transfer

BSB

Account number

Bank

Branch

Full name(s) of account holder(s)

## Reason for reimbursement

### 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.

Signature

Name

Date

Email

Please forward valid tax invoices / receipts\* with this completed form to your Fleet Manager or Relationship Manager.

Please retain a copy of your receipt(s). Visit the driver support page on our website [www.sgfleet.com](http://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.**