



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 or Direct Payment - Please complete the appropriate sections below in full and tick the appropriate box.

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.

Registration	\$	<input type="checkbox"/> Please Pay Supplier Direct	<input type="checkbox"/> Please Reimburse me via EFT
C.T.P Insurance	\$	<input type="checkbox"/> Please Pay Supplier Direct	<input type="checkbox"/> Please Reimburse me via EFT
Auto Club Membership	\$	<input type="checkbox"/> Please Pay Supplier Direct	<input type="checkbox"/> Please Reimburse me via EFT
Comprehensive Insurance	\$	<input type="checkbox"/> Please Pay Supplier Direct	<input type="checkbox"/> Please Reimburse me via EFT

INFORMATION REQUIRED – Copies only. Do not send original documents.

Please send a copy of the following with this form:

- Registration / CTP - Copy of renewal notice (front & back)
- Comprehensive Insurance - Copy of entire Insurance Policy (front & back)
- Auto Club Membership - Copy of entire renewal notice (front & back)

If requesting direct payment please ensure supplier payment details are forwarded to sgfleet.

3. Other Running Cost Expense(s) - Please itemise (REIMBURSEMENT ONLY)

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

INFORMATION REQUIRED - Please send a copy of the Tax Invoice received at time of purchase ensuring a description of the items are stated on the Tax Invoice and evidence that the amount has been paid.

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 your sgfleet Vehicle Fund.

4. Declaration - I declare the attached invoices were properly incurred in the running and maintenance of my vehicle.

Clients Signature		Date:	
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**BEFORE SUBMITTING YOUR CLAIM PLEASE ENSURE YOU HAVE SUFFICIENT FUNDS
& YOUR CURRENT BANK DETAILS HAVE BEEN UPDATED ONLINE.**

Please visit our website www.sgfleet.com