

Fuel Reimbursement Request

(Append Receipts Here)

Reimbursements are for a minimum of **\$55.00** (inc. GST) and will be paid via Electronic Funds Transfer direct to the Lessee. Turnaround time to receive EFT transfer is 10 business days from receipt of request.

To process a fuel reimbursement you must provide FleetPartners with original GST Invoices and Receipts. Credit Card/EFTPOS slips are not acceptable. It is the responsibility of the Lessee to keep invoice copies. Please note that this form is to be used for *Fuel Reimbursements* only.

If an invoice provided is over \$55.00 and not GST compliant, the GST portion will be charged to your account. A GST compliant invoice must include ABN, Supplier Name, Description of Goods and have GST specified.

A fuel card has been provided as part of your Novated Lease. The fuel card should be used at all times to make fuel purchases.

Driver Details

Driver Name*		Vehicle Registration*	
Driver Address*		Contact Number*	
Suburb*		Post Code*	State*
Email Address		Company Name*	

*Compulsory fields to enable reimbursement to be processed.

Expense Details

Date	GST (Ex) Value	GST Amount	Total Amount
		Total Amount:	

Bank Name*		BSB*	
Account Name*		Account Number*	

*Compulsory fields to enable reimbursement to be processed.

Driver Declaration

I declare that these expenses were incurred by me as an agent for Fleet Partners and that I have not claimed the GST input tax credit in respect of these expenses.

Signature		Date	
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*If returning your request via mail, please do not include your original receipts. Please enclose copies and retain the originals for your records.

Return Email

novatedadmin@fleetpartners.com.au

Return Fax

1300 795 138

Return Mailing address:

Novated Admin

FleetPartners

GPO Box 4599

Melbourne VIC 3001

Office Use Only

NL Approval Signature:		Dossier:	
NL Approval Name:		Rego:	
Date:		Supplier Number:	
AP Journal Number:		AP Processed Date:	
Comments			