

Maintenance Reimbursement Request

(Append Receipts Here)

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

To process a maintenance reimbursement you must provide FleetPartners with 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 Maintenance *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.

For your next vehicle service or maintenance call OneCall – FleetPartners free vehicle booking service for every driver, on 1800 333 100.

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	Odometer	Supplier / Repairer	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 FleetPartners 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:	
		Tyres ? Number ?	
AP Journal Number:		AP Processed Date:	
Comments			