

## Registration 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 receive a Registration Reimbursement, the Lessee must provide:

- Tax Invoice from the Governing State Body issuing the Registration product or service.
- Documentation showing the complete details of the Product or Service paid for (e.g. showing the date registration both commences and completes).

Examples of acceptable proof of payment include: payment receipts from your Governing Body; a printed copy of an online B Pay lodgment or a Policy Renewal marked "Paid" by the Insurer. B Pay lodgment numbers or Credit Card/EFTPOS slips are not acceptable.

### 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	Supplier	GST (Ex) Value	GST Amount	Total Amount
			Total	

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

\*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](mailto: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			