

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	
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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			