

## Fuel Reimbursement Request

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(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 GST Tax Invoices 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.**

### How to Return Your Reimbursement

**Driver:**

**Email**

[novatedadmin@fleetpartners.com.au](mailto:novatedadmin@fleetpartners.com.au)

**Fax**

1300 795 138

**Mailing address:**

**Novated Admin**

FleetPartners  
 GPO Box 4599  
 Melbourne VIC 3001

**Broker Driver:**

**Email**

[channelreimbursements@fleetpartners.com.au](mailto:channelreimbursements@fleetpartners.com.au)

**Fax**

1300 735 911

**Mailing Address:**

**Channel Support**

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			