

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 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 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.

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

***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

Fax

1300 795 138

Mailing address:

Novated Admin

FleetPartners
 GPO Box 4599
 Melbourne VIC 3001

Broker Driver:

Email

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:	
		Tyres ? Number ?	
AP Journal Number:		AP Processed Date:	
Comments			