



Expense Reimbursement Form For Servicing, Repairs, Tyres, Punctures & Batteries

Name:	Vehicle Rego No:
Company:	
Driver's address (mandatory):	

Claim Amount

Total claim amount: Please attach valid tax invoice/receipts* to this claim

Bank account details for electronic funds transfer

BSB:	Account Number:
Bank:	Branch:
Full Name(s) of account holder(s):	

Reason for Reimbursement

Declaration

I declare that the attached invoice(s) & receipt(s) are valid records of personal expenses incurred by me against the nominated lease vehicle. I am seeking reimbursement of this cost from SGFLEET and authorise for same to be included within my lease in accordance with the contract terms.	
Signature:	Date:
Full Name:	Email

Please forward valid **tax invoices / receipts*** with this completed form to Maintenance Department.
⇒ SG Fleet Australia Pty Limited, Locked Bag 1003, Gordon, NSW 2072, or
⇒ email to maintenancereimbursm@sgfleet.com

Please retain a copy of your receipt(s). Additional Expense Reimbursement forms can be downloaded from our website:
www.sgfleet.com

*A valid Tax Invoice / Receipt must contain the following details:
The words "Tax Invoice", Suppliers Name, Suppliers ABN number, Type and Quantity of product purchased,
Date of Issue, GST Component and Total amount including GST.
Failure to produce a valid Tax Invoice / Receipt may lead to rejection of claim.