Myfleet Lease
Next Generation Cars

Please Email To: accounts@myfleet.lease

Vehicle Lease Expense Claim Form

Driver and Bank Details – Reimbursements will be made via EFT to your bank nominated below within 7 business days

Company Name:			Vehicle Reg. Number:	
Driver Name:			Contact Phone:	
Email Address:				
Bank Name:		Payee Account Name:		
Account Details:	BSB Number:		Account Number:	

Reimbursement Claim Details

Date of Expense	Description	GST ex.	GST	Total (GST inc.)
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$

Important Information:

- Reimbursements will be made via EFT to your nominated bank account within 7 business days.
- Tax Invoice(s) must be provided with this form to ensure GST credits can be applied.
- The GST portion of the expense claimed will be charged to your account in full if the invoice provided is not GST compliant.
- Credit Card/EFTPOS receipts cannot be processed without a tax invoice outlining reimbursement costs.
- Minimum Claim Cost is $25.
- State Vehicle Registration, CTP and Comprehensive Insurance remain the responsibility of the driver.
  Please ensure these are always current. (*not applicable for Myfleet Operating Lease and Flexible Lease Vehicles*).

*** You may also choose to lodge your Reimbursements via the Myfleet Portal once you are logged-in if preferred ***
(Budgeted Fleet Management accounts only)

03 8813 8989 | 1800 693 533 | info@myfleet.lease

PO BOX 2221 RANGEVIEW VIC 3132 | https://myfleet.lease
The Lease Company Pty Ltd A.B.N. 48 087 669 618