

Insurance reimbursements are for a minimum of \$55.00 (inc. GST) and will be paid via Electronic Funds Transfer direct to the Lessee. Please allow up to 10 business days from request submission to receive the EFT transfer.

To process an insurance reimbursement you must provide Simple Fleet with copies of the following:

- A copy of the insurance renewal notice or policy.
- A printed copy of your B Pay lodgement or a copy of the policy or renewal notice marked as paid by the insurer. B Pay lodgement numbers and credit card / EFTPOS slips will not be accepted.

Please note that this form is to be used for **Insurance Reimbursements** only.

### Driver Details

Driver Name:	Vehicle Registration:	Contact Number:
Driver Address:	Employer Name:	
	Email:	

### Expense Details

Date	Supplier	GST Ex Value	GST Amount	Total Amount
Total Expense Claim:				

### Driver Bank Details

Bank Name:	BSB:
Account Name:	Account Number:

\*It is compulsory to complete all fields

**Driver Declaration**

I declare that I have incurred these expenses as an agent for Simple Fleet Pty Ltd and no Input Tax Credits were claimed on the GST components that relate to these expenses.

Signature:	Date:
------------	-------

**Return Mailing Address\***

Simple Fleet Novated Admin  
PO Box 6478  
Baulkham Hills BC  
Baulkham Hills  
NSW, 2153

**Return Fax**

1300 306 169

\*If you are returning your request via post, please send ***copies*** of your receipts and retain the originals for your own records.