

Maintenance 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 a maintenance reimbursement you must provide Simple Fleet with copies of the original GST invoices and receipts. Credit Card/EFTPOS slips are **not** acceptable. It is the responsibility of the Lessee to keep the original invoices.

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

If an invoice is over \$75.00 and not GST compliant, the GST component will be charged to your account. A GST compliant invoice **must include**: ABN, Supplier name, Description of Goods and have the GST total specified.

### Driver Details

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

### Expense Details

Date	Supplier / Repairer	Vehicle Odometer	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:
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### 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.