

Registration 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 registration reimbursement you must provide Simple Fleet with copies of the following:

- The Tax Invoice from your states governing body responsible for issuing the registration.
- The supporting documentation showing the details of the registration paid for (e.g. Registration papers).
- A printed copy of your B Pay lodgement or CTP policy renewal marked as paid by the insurer (where applicable). B Pay lodgement numbers and credit card / EFTPOS slips will not be accepted.

Please note that this form is to be used for **Registration 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:
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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.