



## Novated Lease Expense Payment / Reimbursement Request Form

### Renewing your vehicle registration / comprehensive insurance

There are two ways you can renew the registration and insurance for your novated lease car:

1. Pay for your registration / insurance yourself and use this form to receive the reimbursement;
2. As soon as you receive your renewal advice, send your paperwork with this form to Street Fleet so that it can be paid on your behalf.

Please note: Preferred method is scanning and email but if posting, please copy first and do not send original invoices or receipts.

Please complete the following:

Full Name	Employer
Registration Number	Your preferred contact telephone #

Please complete the following, **only if your details have changed recently**

Address		
Suburb	State	Postcode
Email Address	Telephone	

### Registration and Insurance Expenses

Registration	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me
Comprehensive Insurance	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me

### Fuel or other running expenses

Fuel (total value of receipts)	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me
Other vehicle expenses	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me
Maintenance	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me
Roadside Assistance	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me

### Payment of Reimbursement Expenses

Street Fleet will pay your approved reimbursement into your nominated account.

Bank  
Account Name  
**BSB number**

| | | | - | | | |

**Account number**

| | | | | | | | | |

### Expense payments and reimbursements – important information

It is your responsibility that your vehicle is registered and comprehensively insured at all times.  
Allow at least 10 business days if you wish your registration or insurance to be paid by Street Fleet.

### Declaration

I declare the expense(s) listed above totalling \$\_\_\_\_\_ were incurred by me for this car and that the GST Input Tax Credit has not been claimed by any entity, including my Employer. I authorise Street Fleet Pty Ltd to contact any provider to verify any information to process this claim and confirm this car was fleet managed by Street Fleet Pty Ltd when these goods and/or services were provided.

Signature

Dated: / /20