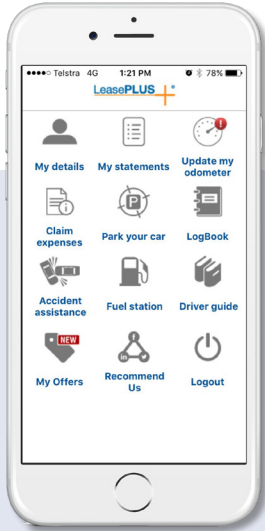


Novated Lease Claim Form

Request for reimbursement

+ Submit your claim by email to customersupport@leaseplus.com.au



Have you tried the LeasePLUS mobile app?

Using the app is the fastest and easiest way to upload and monitor payment or reimbursement requests. Our app allows you to view and monitor your transactions and account balance, fuel and maintenance usage, odometer analysis readings and update your personal details.



LeasePLUS Pty Ltd

ABN: 29 155 287 442

1300 13 13 16

customersupport@leaseplus.com.au

www.leaseplus.com.au

**PO Box 7066
Melbourne VIC 3004**

Personal Details

First name	<input type="text"/>	Surname	<input type="text"/>
Employer	<input type="text"/>	Registration	<input type="text"/>
Vehicle description	<input type="text"/>	Current odometer	<input type="text"/>

My claim information

I have paid the expense, please reimburse me:

Expense descriptions	Date paid	Amount (incl GST)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Documents to provide with your reimbursement request:

- Proof of payment; and
- Valid tax invoice (containing the supplier's ABN and tax breakdown of expense) and/or
- Comprehensive insurance policy documents or registration papers (including tax breakdown)

Where to pay my claim

You only need to complete this section if you have not previously provided your account details, or if your account details have changed. If your account details are changed on this form, this will become the default account where reimbursements are paid.

<input type="checkbox"/> Use my existing bank account	OR	Account Name	<input type="text"/>	
		BSB Number	Account Number	<input type="text"/>
		<input type="text"/>	<input type="text"/>	

Acknowledgement:

- The reimbursement request submitted relates to private expenses incurred by myself for the abovementioned novated lease vehicle
- I have not previously claimed reimbursement for the expenses listed under my novated lease account, from my employer or from any other third party
- I understand that any expenses claimed on my novated lease cannot be used for any other deductible purpose
- I understand that my claim will only be processed if there are sufficient funds available in my novated lease account
- I understand that LeasePLUS may charge a fee for processing claims
- I understand that it is my responsibility to ensure that the vehicle is comprehensively insured and registered at all times
- I understand that if my submission is not fully complete, including providing supporting documentation, LeasePLUS may return my claim without payment
- I have read and agree to the Privacy Policy found at <http://leaseplusgroup.com.au/Privacy>

Signed

Date