



SG Fleet Australia Pty Limited ABN 15 003 429 356
Building 3, Level 2, 20 Bridge Street, Pymble NSW 2073
Ph: 02 9494 1000 Fax: 02 9391 5600
PO Box 252, Pymble NSW 2073
web: www.sgfleet.com

Expense Reimbursement Form For Fuel and Registration

Name:	Vehicle Rego No:
Company:	
Please indicate claim type:	
<input type="checkbox"/> Fuel	<input type="checkbox"/> Registration

Fuel Purchase Information

Odometer Reading at time of fuel Purchase:
Date fuel Card Received:
Total claim amount: Please attach valid tax invoice/receipts* to this claim

Bank Account Details for Electronic Funds Transfer

BSB:	Account Number:
Bank:	Branch:
Full Name(s) of account holder(s):	

Reason for Reimbursement

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Declaration

I declare that the attached invoices & receipts are valid records of personal expenses incurred by me against the nominated lease vehicle.	
Signature:	Date:
Full Name:	Email

Please forward valid **tax invoices / receipts*** with this completed form to:

- ⇒ SG Fleet Australia Pty Limited PO Box 252 Pymble NSW 2073, Attn Fleet Services or
- ⇒ Email to reimbursements@sgfleet.com, or
- ⇒ Fax to 02 9391 5634

Please retain a copy of your receipt(s). Additional Expense Reimbursement forms can be downloaded from our website:
www.sgfleet.com

A valid Tax Invoice / Receipt must contain the following details:

- The words "Tax Invoice", Suppliers Name, Suppliers ABN number, Type and Quantity of product purchased, Date of Issue, GST Component and Total amount including GST.

Failure to produce a valid Tax Invoice / Receipt may lead to rejection of this claim.