

Expense Claim Form

Your Details	
Full Name	
Contact Number	
Email Address	
Employer	

Vehicle Details	
Registration Number	
Vehicle Description	

Bank Details (for direct reimbursement)			
Account Name			
BSB		Account No.	

Expense Claim Details	
<input type="checkbox"/>	Please pay directly to the supplier (for example, registration or insurance payment) – attach tax invoice from supplier
<input type="checkbox"/>	Please deposit funds into my nominated account for out of pocket expense(s) – attach tax invoice/proof of payment

Date of Purchase	Description	Amount (incl GST)
	Total	\$

Declaration

I declare that the expense(s) will or have been incurred under my salary package arrangement for the vehicle outlined above. I have attached a valid tax invoice/proof of payment to substantiate my claim(s). I understand that the claimed expense(s) cannot be used for other tax deductions.

Signature _____ Date: _____

Please return your complete form the SalaryMasters with a valid tax invoice/proof of payment:

Postal Address:
161 Donald Street
Brunswick VIC 3057

Email Address:
customercare@salarymasters.com.au

- Payments directly to suppliers will be made on the due date. You will receive notification that payment has been processed.
- An EFT reimbursement will be issued, and all expenses will be allocated against your budget accordingly. Sufficient funds must be available against your operating budget for the claim(s) to be processed.
- EFT payment will be processed on Friday of each week.
- Please allow up to three working days for the payment to show in your account