






WHEN THIS FORM SHOULD BE USED:

-  To claim expenses included in a maintained vehicle lease.

IMPORTANT INFORMATION:

-  Reimbursements can only be paid on the provision of a receipt and/or an invoice. EFTPOS slips cannot be accepted.
-  So payments can be made as quickly as possible, please ensure your bank account details are provided below.
-  Reimbursements will take 10 working days to process.
-  Please print clearly. If incorrect details are provided, a \$9.00 dishonour fee will apply.
-  Reimbursements, including car washes, must only relate to expenses included as part of your maintenance package. These must only include operating expenses. Capital expenses cannot be accepted.

PERSONAL DETAILS

Name	
Employer	
Registration	
Daytime Contact Number	
Email Address	
Bank Account Name	
BSB	
Account Number	

DETAILS OF EXPENSES

Description	Odometer	Amount

Total

HOW TO RETURN THIS FORM:

Forms can be returned by post or email to the **Reimbursement Controller**

reimbursement@easifleet.com.au

PO Box 192, Victoria Park, WA 6100

DECLARATION

I declare the information provided is true and accurate to the best of my knowledge.

Signed _____ Date: _____