EXPENSE REIMBURSEMENT

WHEN THIS FORM SHOULD BE USED

To claim expenses that are 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 that payments can be made as quickly as possible, please ensure that bank account details are provided below.

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.

Please print clearly, providing incorrect details will incur a $9 dishonour fee.
Reimbursements will take ten working days to process.

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.

Reimbursement Controller

reimbursement@easigroup.com.au

PO Box 192, Victoria Park, WA 6979

DECLARATION

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

Signed _____ Date: _____