

Expense Claim Form

Your Details			
First Name <i>(incl middle name if applicable)</i>		Preferred Name <i>(if applicable)</i>	
Last 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 (e.g. 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 completed form to SalaryMasters with a valid tax invoice/proof of payment:

Email To: 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 payments will be processed every Friday.
- Please allow up to three working days for the payment to show in your account.