

Everyday Expense Card Reimbursement Claim (End of FBT Year)

FLEET
MANAGEMENT



APPLICANT DETAILS

Name

Employer

PACKAGED BENEFIT DETAILS

Packaged Benefit	Amount
	\$
	\$

Due to the timing of the FBT year, it may not be possible for you to clear (zero) out your BankVic Everyday Expense Card.

To ensure you have every opportunity to receive the full benefit for this FBT year, TFM will allow you to submit Tax Invoices for receipt of purchases for any **unspent balance on your cards**.

Please attach receipt / tax invoice / bank statement of the expense as proof of payment.

The reimbursement will only be processed when the proof of payment is received.

Only Tax Invoices dated 1 April 2018 to 31 March 2019 will be accepted

Reimbursements will be made to your nominated bank account via EFT. Please provide your bank details below.

BANK ACCOUNT DETAILS

Account name

BSB

Account number

AUTHORISATION

I declare that the attached purchases were not made using my BankVic Everyday Expense Card. I have not previously claimed a reimbursement against these receipts and I understand I cannot claim for them in my personal tax return.

Employee Signature

Date

Please return the completed form to the Salary Packaging FBT Team

T 1300 888 870 E fbt@tfal.com.au M Level 2, 37 Dalmore Drive, Scoresby VIC 3179
toyotafleetmanagement.com.au