Instructions

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Novated Lease Vehicle Expense Claim

TFM NOVATED LEASING DRIVE WITH CONFIDENCE

Return the completed form and supporting paperwork to ***reimbursements@tfal.com.au***

CUSTOMER DETAILS

Name

TFM contract number

Vehicle registration number

Contact phone number

DIRECT PAYMENT/REIMBURSEMENT REQUEST

Details of Expense	Pay Me/Pay Supplier*	Date Paid or Due	Amount *(inc. GST)*
	Me ☐ Supplier ☐	/ /	$
	Me ☐ Supplier ☐	/ /	$
	Me ☐ Supplier ☐	/ /	$
	Me ☐ Supplier ☐	/ /	$
		Total	$

Important Notes:
Salary sacrifice benefit of GST recoveries, where applicable, cannot be applied if a valid tax invoice is not provided.

If we are paying you, please provide:

- *Proof of expense, including car registration: This could be a tax invoice, registration renewal or bill. Include all pages. See full terms and conditions for Electric Vehicle eligibility criteria.*
- *Proof that you have paid: This could be a receipt, BPAY payment reference number or financial institution statement highlighting payment.*

If we are paying a third party (insurance only), please provide:
Proof of the expense you would like us to pay: This could be a tax invoice or policy renewal. Include all pages; ensure the payee's details are included and they allow for card payments to be made online or by phone.*

** Direct Payment is available for your insurance (including CTP Insurance for customers in NSW and ACT). All other expenses are claimable via reimbursement only.*

^ Insurance policies cannot be renewed directly with any supplier requiring credit card details to be stored.

ELECTRIC VEHICLE (EV) SPECIFIC CLAIMS

EV Odometer Declaration (FBT Year)
(Required only for EV's claiming electricity – see Terms and Conditions for eligibility)

Odometer start reading (1st April) *km*

Odometer end reading (31st March) *km*

ELECTRIC CHARGING CLAIM DETAILS

Which reimbursement method are you claiming under? *(Choose one option only by selecting the applicable box)*

☐ **5.47 cents per kilometer, travelled from 01/04/2026 (Battery Electric Vehicle only – see Terms and Conditions)**

Include the following with your claim:

- Proof of kilometres travelled – Such as a screen shot of the closing odometer.
- Electricity bill(s) – Must be in the customers residential address and dated within the period being claimed.

☐ **Actual charging costs incurred (Plug in or Battery Electric Vehicle)**

Include proof of expenses incurred such as receipts or financial institution statement highlighting payments.

WHERE TO PAY MY CLAIM

You only need to complete this section if you have not previously supplied your account details or if the details have changed. This will become your default account that all reimbursement payments are made to.

Account name

Bank name	BSB number	Account number

AUTHORISATION AND DECLARATION

By submitting this form, I declare:

- ☐ I have attached copies of all required tax invoices and receipts
- ☐ I have read, understood, accept and have followed the Terms and Conditions below
- ☐ That the expenses above are for my novated vehicle only, as identified by the contract number and registration number above

Signature of Applicant	Date
✘	/ /

If you have any questions, or need help with this form, please call us on

1300 888 870

(Monday to Friday between 8.45am-5.00pm AEST)

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Terms and Conditions

1. *Insurance policies cannot be renewed directly by any supplier requiring credit card details to be stored.*
2. *Salary sacrifice benefit of GST recovery cannot be applied if a valid tax invoice is not provided.*
3. *For Electric vehicles the below eligibility criteria must be met (01/04 to 31/03):*
   - a) *4.2 cents per kilometere travelled up to 31/03/2026 and 5.47 cent per kilometer travelled from 01/04/2026 onwards (applicable to battery electric vehicles only):*
     - i. *Evidence of kilometer travelled within the FBT year (01/04 to 31/03). Record of opening odometer reading and record of closing odometer as at 31/03 and each year onwards.*
     - ii. *Employee must have 'incurred' home electricity costs. The employee must be contractually liable either solely or jointly for home electricity costs.*
     - iii. *Where the electricity supply contract to the home has the employee stated as a customer (either solely or jointly), or the electricity supplier tax invoice for the home has the employee stated as a customer (solely or jointly), that should be evidence that the incurred test has been met. In cases where an employee is not recorded as a customer on the electricity supply contract, the ATO state if there is a private household arrangement under which the employee has a shared obligation (either solely or jointly) to pay for home electricity, the employee would have also incurred home electricity cost – see paragraph 12 of ATO Practical Compliance Guide PCG 2024/2 Electric vehicle home charging rate.*
     - iv. *If the home has solar panels, there needs to be a net household electricity cost, after solar electricity rebates or credits are applied.*
   - b) *Where a reimbursement claim is submitted for charge station receipts and TFM EV Charge Card has not been used, provide copies of all charge station receipts equal to the value of the claim for each FBT year (01/04 – 31/03).*