



Please complete, print, sign, scan and email to:  
cashclaims@leaseplan.com.au

## Cash Claim Schedule - For Emergency Use Only

Please attach tax invoice(s) with this form. Reimbursement is within 30 days - Minimum claim of \$55.00

LeasePlan reserves the irrevocable right to reject any cash claim or part thereof, where in the reasonable opinion of LeasePlan, the expenses were not incurred in an emergency situation.

Contact Details - Please Print	
Driver's Name: .....	Leased Vehicle Rego No: .....
Driver's Address: .....	Contact Phone No: .....
Suburb: .....	State: ..... Post Code: .....
Email Address: .....	Company Name: .....
Reason for Claim: .....	

Bank Details	
Refund will be made by EFT (Electronic Funds Transfer) to the bank account listed below. Payment cannot be made by cheque.	
Acc. Holders Name: .....	BSB Number (6 digits) .....
Bank/Branch Name: .....	Acc. Number (9 digits) .....

Date	# Odometer Reading	# Litres Purchased	Description of Expense	GST Exclusive	GST	GST Inclusive
/ /						
/ /						
/ /						
/ /						
# Please record the ODOMETER readings and if fuel was purchased the number of LITRES for each fill.				<b>Total</b>	\$	\$

**Note: Payment can only be made if:**

- For any individual claim of \$75.00 or less (GST incl), a receipt is attached that shows the description of goods or services supplied, the invoice date and the trading name of the supplier
- For any individual claim of \$75.01 or more (GST incl), a TAX INVOICE is attached that shows the description of goods or services supplied, the invoice date the trading name of the supplier, the words TAX INVOICE, the ABN and the GST amount
- The vehicle lease is still current; it has not been terminated or paid out

Cash Claim Check List (check all boxes prior to sending claim)	
<input type="checkbox"/>	Email address supplied
<input type="checkbox"/>	Contact details complete & correct
<input type="checkbox"/>	Bank details filled out (or scan of deposit slip attached)
<input type="checkbox"/>	Tax Invoice attached
<input type="checkbox"/>	Claim signed by person claiming expense or company representative

Claimant Declaration	
I declare that these purchases were undertaken in a limited capacity, as an agent for LeasePlan Australia.	
Print Name: .....	
Signed: .....	Date: .....

LeasePlan Office Use Only	
Approved by: .....	Onyx Incident ID: .....
NOLS Number/s: .....	Supplier Number: .....

Version Number:	13.0	Some of the information that you provide to LeasePlan Australia Limited ("LeasePlan") may be personal or sensitive information as defined under the Privacy Act 1988 (Cth). In providing LeasePlan and its related companies with this information, you have consented to LeasePlan using and disclosing such information for the express purpose of providing you and/or your employer with our services. If you do not supply LeasePlan with this personal information, we may be unable to supply you and/or your employer with the services as requested. For more information, please refer to our Privacy Policy that can be found on our website ( <a href="http://www.leaseplan.com.au">http://www.leaseplan.com.au</a> ).
Version Date:	12.03.09	