



INTELLECTUAL HORSEPOWER PTY LTD
SUPANOVA VEHICLE LEASING
ABN: 78 085 040 384

LVL 3, 159 HIGH STREET, PRAHRAN VIC 3181
1300NOVATE/1300 668 283
info@supalease.com.au



NOVATED LEASE EXPENSE CLAIMS FORM

CONTACT DETAILS : PLEASE PRINT

DRIVER'S NAME:	<input type="text"/>	EMPLOYER:	<input type="text"/>
PHONE NUMBER:	<input type="text"/>	REGISTRATION:	<input type="text"/>
EMAIL ADDRESS:	<input type="text"/>		
MAILING ADDRESS:	<input type="text"/>		

Please reimburse Expenses by: ☐ Cheque ☐ EFT - Please provide bank details below

BANKING DETAILS

BANK NAME:	<input type="text"/>	ACCOUNT NAME:	<input type="text"/>
BSB NUMBER:	<input type="text"/>	ACCOUNT N°:	<input type="text"/>

Please provide the Tax Invoice(s) with this form. If a Tax Invoice does not show a GST breakdown then your vehicle account will be charged the full amount inclusive of GST. You are entitled to **3** reimbursement claims per year and hence we strongly advise that you accumulate your reimbursement requests and submit them all at once. A **\$20.00** processing fee is applicable for the 4th and any subsequent claims submitted in a year. Please allow 30 days to process your Expense Claim.

DATE	DESCRIPTION	TOTAL (Inc. GST)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL		<input type="text"/>

I declare that the above expenses were incurred as part of the maintenance and running costs of my vehicle and have been paid for in full. I also confirm that the associated GST input Tax Credit for the above transactions have not been claimed by any entity, including my employer.

SIGNATURE:	<input type="text"/>	DATE:	<input type="text"/>
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Please fax this form to (03) 9510 7373 or mail it to: SupaLease Vehicle Leasing, PO BOX 2230, PRAHRAN, VIC 3181.

OFFICE USE ONLY

APPROVED BY:	<input type="text"/>	DATE:	<input type="text"/>
START DATE:	<input type="text"/>	RECORDED:	<input type="checkbox"/> SUPALESAE <input type="checkbox"/> WEBLEASE
COMMENT:	<input type="text"/>		