

Expense Claim Form



Employee Details

Employee Name		Employer Name			
Mobile		AH		BH	
Email		Vehicle Registration			

Claim Details

Date of Expense	Type of Expense V (vehicle) / O (other)	Description	Amount Incl GST (\$)
			\$
			\$
			\$
			\$
			\$
			\$

Payment

- Direct Payment to Bank Account
(Only provide details if the account details for reimbursement differ from the account details normally used)

Account Name		BSB		Account	
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Declaration

- Simplygreen will not process ANY claims until a fully completed Expense Claim Form is submitted, along with substantiating documentation.
- All reimbursements will ONLY be processed when there are sufficient funds in your account to do so.
- For ATO audit purposes, you are required to retain all **original** receipts for seven years.

I declare that I have read, understood and complied with the terms and conditions of my employer's Salary Packaging program.

Employee Signature		Date	
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Privacy Notice

- The information you provide on this form will be used solely for the purpose of processing your reimbursement claim. The information will not be disclosed to any other party other than your bank or building society. We may not be able to process your claim if all the information is not provided. You may gain access to your personal information by contacting us on 1 300 664 323.

Lodging this form

Please forward this Expense Claim form to Simplygreen Salary Packaging (including copies of tax invoices/receipts) via:
EMAIL: support@simplygreen.com.au | FAX: 03 9249 9600 | MAIL: 832 High Street, Kew East VIC 3102

phone 1300 664 323	fax 03 9249 9600	email support@simplygreen.com.au	web simplygreen.com.au
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