

Expense Claim Form

Name	
Employer	
Vehicle Rego	Date Submitted

Expense Details	
Description	\$
Description	\$
Description	\$
Total \$	

Expense Payment Options (please select one only)	
<input type="checkbox"/>	Pay supplier directly using details provided on attached invoice
<input type="checkbox"/>	Reimburse funds to me using bank account details previously provided to Leaselab
<input type="checkbox"/>	Reimburse funds to me using bank account stated below

Account Name	Bank/Branch
BSB	Account No.

Notes
<p>Note: Copies of invoice(s) must be submitted with this form. Invoices are required for expense verification and tax purposes. Once completed, email this form along with accompanying invoice(s) to clients@leaselab.com.au.</p> <p>Alternatively, you can submit your expense claims via the online portal at clients.leaselab.com.au.</p> <p>Your expense claim will be processed if your vehicle account has sufficient credit and no other issues are detected. If we are unable to process the disbursement for any reason, we will contact you to discuss</p>