

# Motor Vehicle Expense Claim

PLEASE COMPLETE THIS FORM AND RETURN TO EASISALARY

Email: [info@easisalary.com.au](mailto:info@easisalary.com.au)

## Personal Details

Title

Mr

Mrs

Miss

Ms

Dr

Other

(If Other Please Specify)

First Name

Family Name

Payroll ID

Employer Name

Total Value

## Declaration

- I declare I have incurred motor vehicle expenses to the total value shown here.
- I declare that these expenses have not been claimed or reimbursed previously through Salary Packaging.
- The total value shown is documented in the tax invoices and receipts attached. I have provided itemised receipts, written or printed in English.
- I understand I will be liable for any Fringe Benefits Tax incurred as a result of providing incorrect information to easisalary.

Signature

Date

## Reimbursement Details

Registration Number

Item (e.g. Tyres x 4)	First Payment Due Date	Amount
		\$
		\$
		\$
		\$

## Payment Instructions

Please Reimburse:

Once-off Payment

Over the next fortnight/pay cycle (as gross salary allows)

Withhold balance from novated lease agreement

Bank Account Name

BSB

Account Number

## Submit

Please return form by email [info@easisalary.com.au](mailto:info@easisalary.com.au)

Disclaimer: Whenever you are making decisions that affect your income and financial affairs, you should consider seeking independent financial advice. This form remains the property of easisalary Salary Packaging at all times.