

# Expense Payment Reimbursement Claim



Please email, fax or mail your Expense Payment / Reimbursement Claim. Please only send copies in mail, keep originals.

## Your Details

Name \_\_\_\_\_ Employer (if salary sacrificed) \_\_\_\_\_

Registration Number \_\_\_\_\_ Phone \_\_\_\_\_

**Please complete the below if any of your details have changed.**

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

## Registration and Insurance Expenses Please fill in the totals and tick either Pay Supplier Direct or Reimburse Me.

Registration\* \$ \_\_\_\_\_  Pay Supplier Direct  Reimburse Me

CTP Insurance (NSW only) \$ \_\_\_\_\_  Pay Supplier Direct  Reimburse Me

Comprehensive Insurance \$ \_\_\_\_\_  Pay Supplier Direct  Reimburse Me

\*Refer overleaf for renewal of registration requirements. Remember, please do not send original invoices when requesting an Expense Payment/Reimbursement Claim.

## Fuel or Other Running Expenses Please fill in the totals and tick either Pay Supplier Direct or Reimburse Me.

Fuel (total value of receipts) \$ \_\_\_\_\_  Reimburse Me

Other Car Expenses \$ \_\_\_\_\_  Reimburse Me

Maintenance \$ \_\_\_\_\_  Reimburse Me

Auto Club Membership \$ \_\_\_\_\_  Pay Supplier Direct  Reimburse Me

## Payment of Reimbursed Expenses

**nlc** will pay your reimbursement to your nominated account if you supply your bank account details. **nlc** does not store your account details and they must be re-supplied with each reimbursement request. We are unable to reimburse expenses to credit card accounts.

Account Name \_\_\_\_\_ Bank Name \_\_\_\_\_

BSB Number \_\_\_\_ - \_\_\_\_ Account Number \_\_\_\_\_ (Max 9 digits)

If you do not supply your bank account details **nlc** will send a cheque to your home address.

## Important Information

It is your responsibility that your vehicle is registered and comprehensively insured at all times. You should allow at least 10 working days if you wish your registration or insurance to be paid by **nlc**. Check the "vehicle registration" and "insurance" sections in your **nlc** welcome pack for important information before you send in your claim. Any credit card surcharges that are incurred on direct payment requests will be on charged into your **nlc** running costs account.

## Checklist

You must attach one of the following for each expense (please only email, fax or mail copies to **nlc**):

- Dated receipt for each expense under \$82.50 (GST inclusive)
- Tax Invoice for each expense over \$82.50 (GST inclusive)

## Declaration

I declare the expense(s) listed above totalling \$ \_\_\_\_\_ were incurred by me for this car and that the GST Input Tax Credit has not been claimed by any entity, including my employer. I authorise **nlc** to contact any provider to verify any information to process this claim and confirm this car was fleet managed by **nlc** when these goods and/or services were provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Please Return To

**Via Email:**  
customersupport@nlc.com.au

**Via Fax:**  
03 8699 7196  
(coversheet not required)

**Via Mail:**  
Customer Support, nlc Pty Ltd  
Locked Bag 4014, South Melbourne VIC 3205

## Important Information

It is your responsibility that your car is registered and insured at all times. If you don't allow enough time for registration or insurance renewal to be paid by **nlc**, you will need to pay it yourself and then seek reimbursement from **nlc** via a Expense Payment / Reimbursement Claim form. Check the 'vehicle registration' and 'insurance' sections in your **nlc** welcome pack for more information.

It is an offence to drive an unregistered car. It is also an offence if you fail to display a current registration label in some states. **nlc** take reasonable steps to ensure your car is registered and insured; however, **nlc** cannot be responsible for requests that have not allowed sufficient time to fully process the payment or if State Transport authorities fail to process claims quickly.

## Renewing Your Car Registration

There are two ways you can renew the registration for your **nlc** managed car:

1. Pay for your registration yourself and use the Expense Payment / Reimbursement Claim form to receive reimbursement; or
2. As soon as you receive your renewal notice, send your registration to **nlc** so that it can be paid on your behalf, using the Expense Payment / Reimbursement Claim form. Please check special requirements for your area before sending, to help ensure it is paid as quickly as possible.

## Registration Renewal Process

Please check your State or Territory below for what you must do, and send promptly to **nlc** for smooth payment of your registration:

### Victoria

- Completed **nlc** Expense Payment / Reimbursement Claim form.
- Copy of registration renewal document.

### ACT, Queensland and Tasmania

- Completed **nlc** Expense Payment / Reimbursement Claim form.
- Copy of registration renewal document.

### Northern Territory

- Completed **nlc** Expense Payment / Reimbursement Claim form.
- Copy of registration renewal document.
- Inspection report if required. Please check renewal documents to see if this applies to you.

### South Australia

- Say 'yes' to Input tax credit entitlement.
- Completed **nlc** Expense Payment / Reimbursement Claim form.
- Copy of registration renewal document.

### New South Wales

- Completed **nlc** Expense Payment / Reimbursement Claim form.
- Copy of registration renewal document.
- Copy of CTP (compulsory third party insurance) renewal document. **nlc** is unable to pay quotes direct. Alternatively, we are able to arrange your CTP with CIC Allianz. Please contact **nlc** customer support to obtain a quote.
- E-Safety Check if inspection is required. Refer to bottom of registration renewal document. Visit [rta.nsw.gov.au](http://rta.nsw.gov.au) for inspection locations.

### Western Australia

- Say 'yes' to Input tax credit entitlement.
- Completed **nlc** Expense Payment / Reimbursement Claim form.
- Copy of registration renewal document.

### For all States and Territories, please ensure:

- You allow at least 10 days for payment to be made.
- You do not send originals.