

VEHICLE EXPENSE CLAIM

Please complete this form and return to Paradigm Fleet Management
 PO Box 5639 Perth WA 6831 | F: 1300 800 329 | E: cars@paradigmfirm.com.au

IMPORTANT INFORMATION

Please sign and date this form. Incomplete claim forms will be returned to you. Please allow approximately 3 working days from Paradigm's receipt of your claim form for it to be processed. Claim forms received after 4pm WST will be deemed received on the following business day. Please provide copies of invoices or receipts and retain originals for your records.

1. PERSONAL DETAILS

Car Registration:	Home Contact Number:
First Name:	Work Contact Number:
Surname:	Mobile Number:
Employer:	Email:

2. CLAIM DETAILS

Odometer reading at the date of claim: _____ kms

Date of Expense	Description of Expense	Receipt Value (inc. GST)
		\$
		\$
		\$
		\$
		\$
		\$
Total of Reimbursement:		\$

3. REIMBURSEMENT DETAILS (PARADIGM TO REIMBURSE THIS BENEFIT TO MY REIMBURSEMENT ACCOUNT)

I have previously provided my reimbursement account details to Paradigm.

My reimbursement account details are shown below:
 BSB: - Account Number:

I wish to change my reimbursement account details to:
 BSB: - Account Number:

4. DECLARATION

Please read and sign the declaration below:

I hereby declare that the attached tax invoices/receipts are for eligible salary packaging expenses allowed by my employer. These expenses have not been claimed elsewhere. To substantiate my claim, I have attached copies of the appropriate tax invoices and receipts to this form. I declare that these expenses were provided to me on behalf of my employer and were 100% attributable to my assessable income where applicable. I understand that full payment cannot be made by Paradigm if there are insufficient funds in my account at the specified payment date.

Please enter the TOTAL value of the receipts attached to this claim relating to the benefit above: \$ _____
(including GST)

I have supplied the appropriate tax invoice/s and receipt/s for this claim, please reimburse accordingly.

Signature: _____ Date: _____