

Claim for Novated Lease Expense Reimbursement

Please complete all sections below so Rhodium Asset Solutions can process your claim for expense reimbursement.

Driver Name: _____

Registration Number: _____

Current Postal Address: _____

Contact Phone Number: _____

Nominated Method of Reimbursement: _____

Please nominate either cheque which will be mailed to the above address or EFT into nominated bank account below.

Bank: _____ Branch: _____

BSB: _____ Account # _____

Account Name: _____

Claim Details:

Expense Type: _____

I certify that the attached receipts have been used for the vehicle registered as above for running costs as stipulated in my Lease Schedule.

Signed and Dated: _____

Notes:

*Please attach **original** documentation supporting the expense to this claim form. For fuel reimbursements this must be the original receipt from the service station showing litres purchased. Rhodium recommends that you keep a copy of your submission for your own records, since these will not be returned after processing. This completed form should be mailed to the address at the end of this document.*

Only expenses you have budgeted for in your lease will be approved for reimbursement by Rhodium.

Any reimbursement requests are subject to a review of your account balance with Rhodium and depending on this review your request may be declined. You will be notified by return mail including your originally submitted receipts in this event. Upon approval to the reimbursement Rhodium will make the payment via the nominated method above and the reimbursement expense will be allocated to your running account.

For enquiries please contact Rhodium on the below details.

Rhodium Asset Solutions
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