



Expense Claim

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Details

Employee Name Email Phone () Employer Name Vehicle Registration

Items

Date of Expense (DD/MM/YYYY)	Vehicle Expense (Please tick)	Other Expense (Please tick)	Description	Amount including GST (\$)
/ /	<input type="checkbox"/>	<input type="checkbox"/>		
/ /	<input type="checkbox"/>	<input type="checkbox"/>		
/ /	<input type="checkbox"/>	<input type="checkbox"/>		
/ /	<input type="checkbox"/>	<input type="checkbox"/>		
/ /	<input type="checkbox"/>	<input type="checkbox"/>		
/ /	<input type="checkbox"/>	<input type="checkbox"/>		
TOTAL				<input type="text"/>

Full reimbursement **OR**Regular payment of \$ X

(number of pays)

Is this to be paid using your existing packaged funds? **OR**Do you want additional funds deducted from your pay? One amount of \$ **OR**Regular deduction of \$ X

(number of pays)

Payment

Direct payment to Bank Account

Only provide details if the account for reimbursement is different to the one normally used

Account Name BSB Account **OR**Pay to BPay Biller Code Reference

Declaration

All items listed for reimbursement are out of pocket expenses and receipts are attached to verify the expenses.
I confirm that the information provided is true and correct (Must be ticked).

Employee Signature

Date

 DD / MM / YYYY

PHONE: 1300 01 02 03

FAX: 1300 03 02 01

EMAIL: info@selectus.com.auWEB: selectus.com.au

Notes

- Selectus will not process a claim until we receive a fully completed Expense Claim, signed or submitted online, together with acceptable proof of payment such as tax invoice/receipt/bank statement.
- Reimbursement will be processed when there are sufficient funds in your account.
- If you send copies to Selectus, for ATO audit reasons you are required to retain the original receipts for seven years.

Form Submission

You can forward this Expense Claim and original copies of tax invoices/receipts/bank statements by:

Fax **1300 03 02 01**

Email **claims@selectus.com.au**

Mail **Locked Bag 4000, Melbourne VIC 3001**

You can complete and submit these details online at:

selectus.com.au/customers

PHONE: 1300 01 02 03

FAX: 1300 03 02 01

EMAIL: info@selectus.com.au

WEB: selectus.com.au