

Everyday Expense Card  
Reimbursement Claim (End of FBT Year)



**APPLICANT DETAILS**

Name

Employer

**PACKAGED BENEFIT DETAILS**

Packaged Benefit	Amount
	\$
	\$

Due to the timing of the FBT year, it may not be possible for you to clear (zero) out your BankVic Everyday Expense Card.

To ensure you have every opportunity to receive the full benefit for this FBT year, Toyota Fleet Management will allow you to submit Tax Invoices for receipt of purchases for any unspent balance on your cards.

Please attach receipt / tax invoice / bank statement of the expense as proof of payment. Please submit prior to FRIDAY 5TH APRIL, 2024.

The reimbursement will only be processed if the proof of payment is received.

Only Tax Invoices dated 1 April 2023 to 31 March 2024 will be accepted

Reimbursements will be made to your nominated bank account via EFT. Please provide your bank details.

**BANK ACCOUNT DETAILS**

Account name

BSB

Account number

**AUTHORISATION**

I declare that the attached purchases were not made using my BankVic Everyday Expense Card. I have not previously claimed a reimbursement against these receipts and I understand I cannot claim for them in my personal tax return.

Employee Signature

Date

Please return the completed form to the Salary Packaging FBT Team at [fbt@tfal.com.au](mailto:fbt@tfal.com.au)

T 1300 888 870 E [fbt@tfal.com.au](mailto:fbt@tfal.com.au) 31 Dalmore Drive, Scoresby, VIC 3179  
[tfmnovated.com.au](http://tfmnovated.com.au)

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