

Cash Claim Schedule - For Novated Lease Use Only

Please staple receipt(s) securely to this form. Reimbursement is within 30 days if individual driver account balance has sufficient funds

Please note Boost Salary reserves the right to reject any cash claim or part of there of, where in the reasonable opinion of Boost Salary, the expenses were not incurred in an agreed situation



PERSONAL DETAILS:

NAME:	COMPANY NAME:
CURRENT ADDRESS:	VEHICLE REGO:
SUBURB:	
POSTCODE:	

BANK DETAILS:

Refund will be made by electronic funds transfer to your nominated account

BANK / BRANCH:	ACCOUNT NAME:
BSB No. (6 digits)	ACCOUNT NUMBER:

CLAIM DETAILS:

DATE EXPENSE INCURRED	DESCRIPTION OF EXPENSE		GST	GST INCLUSIVE

Total Claim Amount

CLAIM CHECKLIST:

Please tick off

<input type="checkbox"/>	Personal details complete & correct
<input type="checkbox"/>	Bank details are filled out
<input type="checkbox"/>	Claim signed by person claiming expense
<input type="checkbox"/>	Receipts are tax invoices (Boost require Receipt to have clear description, ABN, GST stated, the lease must be current & not terminated or paid out). NOTE: Bank statements not accepted as proof only
<input type="checkbox"/>	Originals receipts are required (eg. Fuel, maintenance, tyres etc), photocopy acceptable for rego and insurance
<input type="checkbox"/>	Keep photocopy of cash claim and receipts sent in
<input type="checkbox"/>	Send claims & Receipts to Boost Admin Dept: PO BOX 8082, BARGARA QLD 4670

SIGNATURE:

I declare the above checklist is correct and I understand I will only be paid if sufficient funds in my account & all the above information is sent in

NAME:

SIGNATURE: