



Reimbursement Claim Form

Name: _____	Reimbursement for:
Employer: _____	Vehicle expenses <input type="checkbox"/>
	Other <input type="checkbox"/>

Reimbursements

Packaged Benefit	Reg No. <i>(vehicles only)</i>	Amount	Details (if applicable)
		\$	
		\$	
		\$	
		\$	
		\$	

Please attach receipt / tax invoice / bank statement as proof of payment for each item to be reimbursed. Reimbursement will only be processed when substantiation is received and sufficient funds are available in your packaging account.

Reimbursements will be made to your nominated bank account by EFT. Please confirm the details below.

Processing requires 5 working days, subject to credit package balance.

Name of Account holder:	
BSB: - <i>(6 digits)</i>	Account No:

Employee Signature	Date / /
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Fax or mail to:

Salpac Administration Pty Ltd

ACN 063 184 207 ABN 75 922 851 150

Level 1, 613 St Kilda Road, Melbourne, 3004

Phone (03) 9525 2880 Fax (03) 9529 3620 Email accounts@salpac.com.au

Website: www.salpac.com.au