**Driver's Manual** 

LeasePlan

**Driver's Manual** 

### To be completed by LeasePlan (Switzerland) Ltd

LeásePlan

Receipt number	
Customer's name	
Customer number	
Exploitation	
Breakdown of the amount	

Customer's name	
Customer number	
Exploitation	
Breakdown of the amount	

Customer's name
Customer number
Exploitation
Breakdown of the amount

Place, date	
Issued by	
Initials	
Paid on	
Initials	

## **Refund Order**

Cash expenditure for the leasing vehicle

# Cases in which LeasePlan makes an administration charge per original receipt are listed below:

- Purchase of fuel from a non-contractual filling station
- LeasePlan fuel card forgotten/wrong card presented
- PIN number forgotten/lost
- LeasePlan fuel card lost
- No contractual filling station on the road/emergency fuel purchase
- Reason for purchasing fuel without the LeasePlan fuel card unknown
- LeasePlan fuel card not handed over by the client fleet manager to the driver at the appropriate time
- LeasePlan fuel card not used with the replacement vehicle

This form must be completed and used for all refund claims. It can also be obtained and completed electronically. Please note that both, this form and the electronic form or all refund claims, must be sent by post including the original receipt. Incomplete claims cannot be processed.

### LeasePlan (Switzerland) Ltd

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Recipient				
	Purchase date	Miles acc. to tachometer		
Name, first name	Purchased item	Amount		
Address	LeasePlan Travel Card not used, reason	LeasePlan Travel Card not used, reason		
Post code/town				
Phone (for callback)				
E-Mail	Purchase date	Miles acc. to tachometer		
Contract number* Vehicle licence plate	Purchased item	Amount		
	LeasePlan Travel Card not used, reason	LeasePlan Travel Card not used, reason		
Bank account (Switzerland)				
Name of bank				
IBAN				
Doct office account (Switzerland)	Purchase date	Miles acc. to tachometer		
Post office account (Switzerland)	Purchased item	Amount		
Account number or	LeasePlan Travel Card not used, reason			
IBAN				
Bank account (abroad)				
Name of bank	Recipient			
IBAN				
BIC/SWIFT	Place, date			
		Signature		
* 6-digit number commencing with 5 or 9		Only valid with original receipts or invoices!		

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