

## EXPENSES DECLARATION FORM

### DETAILS DRIVER/COMPANY

Company name: .....

Name of driver: .....

Address driver: .....

Postal code/town: .....

License plate: ..... Lease contract number: .....

### EXPENSES

Date	Amount VAT included	Amount VAT excluded	Invoice number

**Total** ..... € .....€

### INSTRUCTIONS

- Costs that can be claimed for reimbursement are costs made for technical examination and costs that are included in the leasing contract (no fuel, no adblue or other products)
- This completed document does not provide an acquired right to obtain a refund (Alphabet will always reserve the right to refuse partial/full reimbursement of costs if she sees reason for this, and will not be obliged to motivate this in any way)
- Please send the fully completed form together with the original receipts (maximum 3 months old) to [service@alphabet.be](mailto:service@alphabet.be)

### BANK DETAILS DRIVER/COMPANY

IBAN: .....

BIC: .....

Date: .....

Signature: .....

### FOR ALPHABET USE ONLY

ID driver/company .....

Creditor Nr .....

C012: ..... C014: .....

C016: ..... C039: .....

The driver hereby declares that the specified expenses are correct and in accordance with the arrangements as agreed in the leasing contract (between employer and employee).

**Privacy Clause** By completing and signing this document I hereby consent that Alphabet Belgium will collect and process my contact and payment details for the reimbursement of the above listed costs. My data will not be used for other purposes nor will it be shared with third parties, unless explicitly consented by me. You can withdraw your consent for this processing at any time by sending an email to [contact.privacy@alphabet.be](mailto:contact.privacy@alphabet.be). For more information about Alphabet Belgium's data processing activities, please see our privacy statement.