



# Regain Outlay

Association, project or committee

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Account


Amount


Eventual info (e.g. event name)


Total amount\*:

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Bank account information

Name of the card holder		
Bank name	Clearing number	Account number

Attesting by person with pre-emption right

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Printed name:

Telephone number:

\* Minimum amount is 500 sek. No roundings are allowed.

## **Q&A and information about regaining outlay**

### **When do you use an outlay?**

If you have bought anything for your association you can get your money back if you keep the receipt. Fill this paper out and hand it in with the receipt(s) attached.

### **Do you have many receipts?**

No worries! You could (and should) put them all on one outlay paper. If they don't fit you can take a blank paper and put them on that one, and then attach this paper to the outlay paper as well.

### **Do you want to split the receipts on many accounts in the budget?**

No worries! Just write the account and the amount on the front page. Add them together at the end and make sure that it matches the amount of the receipts. And no roundings!

### **Minimum amount is 500 sek or wait until the 20th**

The minimum amount for regaining an outlay on a daily basis is 500 sek. If you have outlays under 500 sek you will receive your money the 20th every month. If this day is in the weekend, or is a red day, you will receive your money the nearest day before this day.

### **Tips to receive your money as soon as possible:**

- Collect receipts and wait until you have an amount over 500 sek
- Try to have as few persons in your association who makes outlays
- If many persons make outlays, collect them all and make fill one outlay paper out. When you receive all the money, use swish to distribute the right amount to the right person.

### **Observe:**

- It's ok to put many receipts on the same paper
- You can use different accounts in the budget
- No roundings!
- Try to make sure that you can see the whole receipts
- You can put the receipts over this text

### **If you have any further questions send an email to:**

economy@hhgs.se