



Regain Outlay

Association, project or committee

--

Account

Amount

Eventual info (e.g. event name)

Total amount*:

--

Bank account information

Name of the card holder		
Bank name	Clearing number	Account number

Attesting by person with pre-emption right

Printed name:

Telephone number:

Attach your receipts here!!

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 it doesn't fit, you can take a blank piece of paper where you can attach all the receipts, then attach the blank paper to the regain outlay.

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!

When do I need to fill in the participants list?

For social activities you have to fill in a list of members participating at the activity.

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.

If you have any further questions send an email to:

economy@hhgs.se