



Please note, your **ticket refunds** have been received by us and are being processed. There has been a significant delay in payments due to the alterations of banking access between newly appointed treasurers.

HASSRA Leeds ACTIVITIES Claim Form 2018

Organise your own activity – spread out into something new - provide a receipt/ticket as proof together with your and HASSRA Leeds membership **for each ticket** after the event to receive a 40% (max of £10 per member) refund.

Terms & Conditions;

- Only one claim per quarter, though a member can claim for a different activity each month (max of £30 per quarter per member). The quarters are Jan-March, April-June, July-Sept & Oct-Dec
- Applications for 3 months of the same activity will not be recognised – only one month refund will be paid
- Claims against an activity organised by HASSRA Leeds club (including Parkwood Leisure activities and classes) or National HASSRA where a subsidy is already in operation will not be accepted
- Payments will be made electronically only, one month after each quarter end.
- Please complete both forms ensuring the declaration is signed and all receipts/tickets are included.

Incomplete forms or failure to provide receipts/tickets as proof of cost and purchase will result in the claims being destroyed.

ACTIVITIES Claim Form 2018 Subsidy application	
Name of applicant	
Email Address	
HASSRA Leeds Membership no.	
Activity – provide dates & venue(s)	1. 2. 3.
ELECTRONIC PAYMENT DETAILS	
Account Name:	
Sort Code:	
Account Number:	
A refund will only be provided when an activity has been undertaken - refunds will not be granted for being a spectator to a sport or when supporting members of family/friends. If in doubt please contact HASSRAinGoole@Hotmail.com BEFORE submitting a subsidy claim;	

Please complete this section for all HASSRA members who attended:

Full name	HASSRA m'ship no.	Ticket / receipt value	
TOTAL CLAIMED	MAXIMUM OF £30 PER QUARTER PER MEMBER	£	

PLEASE ENCLOSE RECEIPTS OR TICKETS FOR EACH HASSRA MEMBER CLAIMING A REFUND.

(Claims cannot be processed without this information)

DECLARATION

I declare that:

- All information is true and correct;
- I have incurred the expenses described above solely in connection with the said activity;
- I am not eligible to receive these expenses, in part or in full, from any other body or organisation;
- The members(s) listed are HASSRA Leeds members.

Signed..... Date.....

Please return completed forms to:
 Phil Hepworth, The Forum Leisure Centre, Quarry House, Quarry Hill, LEEDS LS2 7UA

Payment enquiries – please email hassratreasurer@outlook.com