

Tenant Welcome Pack

Reimbursement Claim Form

Applicant Details

Applicant Full Name	
Business Name / HEP Unit Number	
Job Title	
Manager Name	
Contact Email	

Claim Details

Please tick the applicable reimbursement category:

Bus Fare Reimbursement

Train Fare Reimbursement

Bicycle Purchase Reimbursement

Description of Expense:

Total Amount Claimed: £ _____

(Maximum reimbursement available under this scheme is **£50.00**)

Supporting Documentation

Please attach copies of the following:

- Receipts for bus or train tickets between your home address and Twyford/ Shawford
- Proof of purchase of bicycle (purchase date to be within 3 weeks of claim date)

Claims submitted without supporting documentation may be delayed or declined.

Employee Declaration:

I confirm that:

- The information provided in this claim is true and accurate.
- The expenses claimed were incurred by me.
- I have attached all relevant receipts and supporting documentation.
- I understand that reimbursement is subject to Hazeley Group Ltd approval

Applicant signature: _____

Date: _____