

To claim expenses, please email polly.thurston@chsgroup.org.uk (or a link can be found at the top of the webpage). We require the following information and a copy (electronic or paper) of any receipts to process any reimbursements:

- Date expense occurred
- Name on Bank Account
- Bank Account Sort Code
- Name on account
- Your name (if different from name on account)

Unfortunately, we are unable to store this information for future payments.

Many thanks