# SOUTH EAST OPEN STUDIOS

## AREA CO-ORDINATOR INTRODUCTORY MEETING
## EXPENSES CLAIM FORM FOR SEOS

**Name:**

**ACO Area:**

**Date of Introductory Meeting:**

**Address for payment:**

**Amount Claimed (up to £15.00 per group of up to ten members & £1.50 per extra member over this up to a maximum of £40.00):**
**(Receipts must be attached)**

**Please return whole sheet to:-**

**Hazel Addley**
**The Flat**
**156 The Street**
**Boughton-Under-Blean**
**Nr Faversham**
**Kent ME13 9AL**

**NB. Claims must be submitted within a month of the meeting for which the claim is made or by end of May (whichever is soonest) and be accompanied by the receipt(s) for the items being claimed.**
**Any claim queries, please call Hazel on 07763 064484 or by email at hazel101@btopenworld.com**

**Any queries regarding the meeting please contact Felicity Flutter on 01580 240580 or by email at: flic.flutter@talk21.com**

**Office use only:-**
**Date received:**
**Amount paid:**
**Date paid:**
**Cheque no.:**