**Version 1: For payment to the HHMC Club account**

Hi All

*Note of greeting /appropriate words about Trip.* I have now been able to complete the trip accounts.

I am pleased to say this has come in under budget / come in bang on budget / only slightly over budget (for whatever reason) , (*words as appropriate)* with the final trip costs being as follows:

Group travel £\*

Independents £\*.

Can you check the following table and if you owe money (shown in **Green**) please arrange a transfer by \*\* *(one calendar week from now).* to the Highdown Club account please:

Sort code: 20-98-74

Account number: 50171867

Account name: Highdown HMC

Can you email me as you make the transfer please?

I will arrange the payments (shown in **Purple**) to the group travel drivers as soon as we are in funds to do so. This will be coming from the Club account: can you please let me have your bank details (bank account name, number and sort-code)?

| **Name** | **Deposit paid** | **Trip cost** | **Balance of trip** | **Driver payment** | **You need to pay** | **Due to you** |
| --- | --- | --- | --- | --- | --- | --- |
| *Name* | £40 | £95 | £55.00 | £89.32 |  | **£34.32** |
| *Name* | £50 | £95 | £45.00 | N/A | **£45.00** |  |
|  |  |  |  |  |  |  |

*Copy relevant section from Participants worksheet of the Trip Planner; include as many of the columns as you want – you may want to give a full breakdown, or you may prefer to just give the amount to pay / be repaid. Feel free to change the colour scheme.*

Many thanks, and thanks for all the fab photos - look out for them in the HHMC Slideshow at the AGM later this year. And if you weren’t able to send your photos before, there’s still time … The link is on the Trip page on the club website: please use it!

Until the next time

*Your name*

**Version 2: For payment to your own Bank account**

Hi All

*Note of greeting /appropriate words about Trip.* I have now been able to complete the trip accounts.

I am pleased to say this has come in under budget / come in bang on budget / only slightly over budget (for whatever reason) , (*words as appropriate)* with the final trip costs being as follows:

Group travel £\*

Independents £\*.

Can you check the following table and if you owe me money (shown in **Green**) please let me have the funds by Bank transfer is preferred to the same account as for the deposit:

Account name: *\*Trip leaders bank details\**

Sort code: \*\*

Account number: \*\*

I will make the payments (shown in **Purple**) to the group travel drivers as soon as I am in funds to do so; can you please let me have your bank details (bank account name, number and sort-code)?

| **Name** | **Deposit paid** | **Trip cost** | **Balance of trip** | **Driver payment** | **You need to pay** | **Due to you** |
| --- | --- | --- | --- | --- | --- | --- |
| *Name* | £40 | £95 | £55.00 | £89.32 |  | **£34.32** |
| *Name* | £50 | £95 | £45.00 | N/A | **£45.00** |  |
|  |  |  |  |  |  |  |

*Copy relevant section from Participants worksheet of the Trip Planner; include as many of the columns as you want – you may want to give a full breakdown, or you may prefer to just give the amount to pay / be repaid. Feel free to change the colour scheme.*

Many thanks, and thanks for all the fab photos - look out for them in the HHMC Slideshow at the AGM later this year. And if you weren’t able to send your photos before, there’s still time :the Dropbox link is on the Trip page on the club website: please use it!

Until the next time

*Your name*