**2022/2023 Ireland/Scotland Bilateral Networking Grant Scheme**

**Income and Expenditure Report**

**Name of grantee:**

While general estimated costs were outlined on the application form, a full and detailed breakdown of FINAL expenses must be submitted with your final report, under the headings indicated below.

**Important notes:**

* Please list and provide details of each receipt below and ensure that the hard copy receipt is numbered and corresponds to the number on the table below.
* Full receipts are required, and card transaction receipts will not be accepted. It is the responsibility of the grantee to retain all original receipts.
* Please refer to the Department of Expenditure and Public Reform [Circular 13/2019: Domestic Subsistence Allowances](https://circulars.gov.ie/pdf/circular/per/2019/13.pdf) and [Circular 07/2017: Subsistence Allowances Abroad](file:///C%3A%5CUsers%5CM.Matthews%5CDownloads%5CCircular%2007%5C2017%3A%20Subsistence%20Allowances%20Abroad), which outlines the rates below which any vouched subsistence needs to add up to enable reimbursement
* Please refer to the [Guidelines for Applicants](https://www.ria.ie/sites/default/files/ireland_scotland_bilateral_network_grants_final_guidelines_nmcc.pdf) for further details of eligible and ineligible costs.

**Once completed, please scan all receipts to one document and upload, along with this form to the ‘Finance’ section of the report form.**

If receipts are not clearly numbered and listed below, the form will be returned to the applicant for correction.

Please insert additional rows as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel/Maintenance Costs** | **Detail of each expense** |  **Receipt number** | **Total** |
| e.g*. flights, accommodation* |  |  |  |
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|  |  |  |  |
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| **Consumables** | **Detail of each expense** | **Receipt number** | **Total** |
| e.g. *specialist software, photocopying* |  |  |  |
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|  |  |  |  |
| Total expenditure: |  |

**For office use only:**

|  |  |
| --- | --- |
| **Income and expenditure details** | **€** |
| Total amount awarded |  |
| Total expenditure |  |
| Total amount outstanding |  |
| Outstanding amount released |  |