**RIA: Archaeology Grant Scheme**

**Expenditure Report**

**Name of grantee:**

**Year awarded:**

**Archaeology Grant scheme (mark with X):**

|  |  |
| --- | --- |
| Archaeology Research Excavation Grant  |  |
| Directed Research for World Heritage Sites  |  |
| Archaeology Legacy Grants  |  |
| Archaeological Research for World Heritage Sites |  |

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.
* This grant is subject to the maximum travel and subsistence allowances as set out by the Department of Public Expenditure and Reform, details of which can be found online. As stated above only vouched expenditure is permitted and must be within the maximums laid out below.  Please note that these are subject to change: Domestic Subsistence Allowances: [**here**](https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx) Subsistence Allowances Abroad [**here**](https://circulars.gov.ie/pdf/circular/per/2017/07.pdf)
* Vouched receipts in a currency other than Euro should be provided with a bank statement showing the currency conversion at the time of payment, where possible. In all other cases, the RIA accounts team will perform conversions on the date of fund disbursement.
* Please note that alcohol cannot be refunded under this scheme. Items of alcohol on vouched receipts will not be reimbursed.
* For further details on what is eligible and what is not, please refer to the [**‘Guidelines for ARWHS’.**](https://www.ria.ie/sites/default/files/arwhs_jan_31_2023_1.docx)

**Once completed, please scan all receipts to one document and attach, along with this form to the relevant section of the report form.**

If receipts are not clearly numbered and listed below, the form will be returned to the applicant for correction and this may delay the payment of the final grant instalment.

Please insert additional rows as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses** | **Details of expense** | **Receipt number** | **Total** |
| e.g. *Diesel, subsistence, accommodation* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Staff Costs** | **Detail of each expense** |  **Receipt number** | **Total** |
| e.g. *Site supervisor salary* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other running costs**  | **Detail of each expense** | **Receipt number** | **Total** |
| e.g. *Insurance, Consumables* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total expenditure: |  |

**For office use only:**

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