**RIA: Archaeology Grant Scheme**

**Income and Expenditure Report**

**Name of grantee:**

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

|  |  |
| --- | --- |
| Archaeology Research Excavation Grant (2019) |  |
| Directed Research for World Heritage Sites (2019) |  |

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) 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/guidelines_research_excavations_2019_final_for_website.pdf) for further details of eligible and ineligible costs.

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Directorial Expenses**  **\*Directorial salary isn’t an eligible cost** | **Details of expense** | **Receipt number** | **Total** |
| e.g. *Diesel, subsistence, accommodation* |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Staff Costs** | **Detail of each expense** | **Receipt number** | **Total** |
| e.g. *Site supervisor salary* |  |  |  |
|  |  |  |  |
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| **Other running costs** | **Detail of each expense** | **Receipt number** | **Total** |
| e.g. *Insurance, Consumables* |  |  |  |
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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 |  |