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**Expenses template**

Please use this template to help provide a detailed breakdown of estimated expenses. Please add extra lines as necessary and itemize where relevant. Once you've completed this template please save and upload it to the application form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Archaeological Research Expenses** | | | |
| **Project Research Expenses** | | | |
| Specialist Fees | | | € |
| Specialist Services | | |  |
| Materials (itemize if relevant) | | |  |
| Insurance (if relevant) | | |  |
| Other | | |  |
| **Project Team Expenses** | | |  |
| Travel Expenses | | | € |
| Subsistence | | |  |
| Other | | |  |
| **Project Team Salary costs if relevant** | **€ per day** | **Number of days** |  |
|  | €00 | X | €XX |
|  |  |  |  |
|  |  |  |  |
| **Total amount sought** | | | € |

**Costs and activities which are eligible**

Research costs such as specialist’s fees and services, materials, travel and subsistence.

Salary costs of grant recipients and research team members are considered an eligible cost if, in order to participate in the project they must have their time ‘bought out’, or they must take time out from their usual employment, or would not be funded to do this work without the grant funding and are not simultaneously in receipt of another income. As the Academy can only reimburse costs which are supported by evidence of payment any request to reimburse salary costs must be supported by evidence that the salary has been paid (in the form of payslips, paid invoices etc.) from the employing body.