**A close up of a logo

Description automatically generated**

**RIA: Kevin B. Nowlan Digitisation Grant Scheme**

**Income and Expenditure Report**

|  |  |
| --- | --- |
| **Name of grantee:** |  |
| **Year of scheme:** |  |
| **Total amount awarded:** |  |

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.

Proof of project initiation submitted to Royal Irish Academy:

**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 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.

Please insert additional rows as required.

|  |  |  |
| --- | --- | --- |
| **Details of expense** | **Receipt number** | **Total** |
|  |  |  |
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|  |  |  |
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|  |  |  |
|  |  |  |

**For office use only:**

|  |  |
| --- | --- |
| **Income and expenditure details** | **€** |
| Total amount awarded |  |
| Total expenditure |  |
| Date final report was submitted: |  |