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**RIA: R J Hunter Bursary Report form**

**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:**

* It should be noted that the sum allocated is the maximum to be awarded and the final amount which you will be reimbursed will be based on vouched expenditure (based on invoices submitted for services rendered and other invoiced costs). Part of the reporting procedure will require you to submit any and all receipts for costs incurred in relation to the project, as any unspent funds or costs for which there is no receipt included must be returned to the Academy.
* 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)
* Please note that expenses listed as ineligible in the guidelines for applicants during the application process cannot be claimed.
* You must also ensure that the ‘[**Guidelines for acknowledging funding**](https://www.ria.ie/sites/default/files/acknowledging_ria_funding_final_nmcc_2.pdf)’ are followed including use of the [**RIA logo**](https://www.ria.ie/royal-irish-academy-logo) as outlined.

**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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|  |  |  |

**For office use only:**

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