

Acquittal of Expenses for Interstate User Groups

Beamtime Funding Details

Beamtime Reference Number	
Applicant Name	
Applicant Organisation	
Beamtime Dates	
Users who travelled on this funding	

Summary of Expenses

Airfares/Departure Taxes/Insurance	\$
Ground Transport (Melbourne only)	\$
TOTAL EXPENSES*	\$ (GST Inclusive)

Approval

Applicant/Spokesperson

I verify that the expenses included above were for the approved travel costs as outlined in the funding letter.

Signed:

Date:

Research Office or Equivalent

I verify that I have sighted the receipts and that the funds spent were for the approved travel costs as outlined in the funding letter. Our organisation will keep the receipts for 12 months, to be produced if required by the Australian Synchrotron for auditing purposes.

Signed:

Date:

Position Title:

*** IMPORTANT NOTES:**

Total Expenses should represent the actual expenses incurred by the funded people who travelled for this beamtime. The Tax Invoice must not exceed the approved funding amount or the total expenses.

Payment will only be made when BOTH the Acquittal form and Tax Invoice are submitted to the User Office by the funding deadline, as outlined in the approval letter. You do not need to include copies of receipts to the Australian Synchrotron User Office unless specifically requested.

The Australian Synchrotron funding allocation may not cover all expenses relating to the trip and does not cover expenses for meals and other contingencies. Users who choose to arrange off-site accommodation will not be reimbursed through this funding agreement.

Please email completed Acquittal form and Tax Invoice to
User.Office@synchrotron.org.au