



Acquittal Information

What happens after I have attended my event?

All acquittal documents are due within two weeks after you have attended the event.

The acquittal must include:

- Completed Statement of Expenditure Form
- Original receipts / tax invoices including GST (must include ABN and organisation details)
- 200-word blog on your experiences at the event, including your key learnings.

What if I didn't spend all of the funds?

You must inform Injury Matters prior to attending the event if you anticipate that you will no longer require the full funds or if there are any changes to the expenditure. Injury Matters must also be notified of any changes to your proposed budget. If there are unspent funds, the remaining money must be returned to Injury Matters when you submit your acquittal.

What if I lose a receipt or invoice?

Please ask for another copy. If you cannot get a replacement receipt you will need to include a statutory declaration letter stating the cost on your organisation's letterhead. Please contact Injury Matters if you require a template statutory declaration letter.

Statement of Expenditure Form

Disbursement of funding grant

The Know Injury Regional Travel Grants Program

Grant Recipient: _____
Organisation: _____
Contact number: _____
Contact email : _____

1. Please indicate your level of agreement with the following statements.

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
Overall I was satisfied with the grants program.					
I intend to apply the skills I learnt from the training event.					
The grants program provided value for money.					

2. Expenses

Please list expenses. Only include approved expenses. Your expenses must be broken into items that show how the money was spent. **All prices should be GST inclusive.**

Expenditure Item	Provider	Details	Cost
Total (Inc. GST)			\$

This form with **ORIGINAL** receipts/invoices attached and any unused funds are to be returned to the Injury Matters team **no later than two weeks following the event.**

Your Name

Signature

