



Checklist for Claiming:



- Signed claim form
- Invoices for total event costs*
- Bank statements to show payment of the invoices**

*Invoices MUST be dated after the date of the offer letter

The invoice must also be made out to the organisation named on the application form and must be properly laid out as an invoice (invoice number, invoice date, company address, payee address.)

** Payments cannot be made by cash nor credit card. The payment displayed on the bank statement must tie in with the invoice in terms of amount paid, company paid and must post - date the invoice date.

- Photographs of the event and of items included in the claim.