

This form should be returned to your National Executive. Once approved **and signed**, it should be returned directly to the nominated Education Centre to recoup costs. Please remember to include invoices and receipts.

TPN initials				Nominated Education Centre			
Branch							
Type of Meeting (tick ✓)		<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National	Theme of meeting				
			Reference Number in proposal* (TPN5)				
Category see list 1		Mode see list 2		Date held			
Other organisations involved				Venue			
				Total No. of participants		Male	Female

*** In order to comply with TES regulations all claims must be referenced to an item approved in TPN5.**

Category of meeting – List 1

1. AGM
2. Examination review meeting
3. Guest lecture/speaker
4. Element/module of a course
5. Seminar – weekend
6. Seminar – weekday
7. National conference
8. Summer school
9. Resource development
10. Presentation/display of resources
11. Workshop
12. Peer lecture/presentation
13. Action research group
14. Monthly meeting/regular meeting
15. ICT training
16. Other – please specify

Mode of delivery – List 2:

- M1. On-line(forum; discussion group; 'static')
- M2. Video conference
- M3. Lecture/Presentation
- M4. Practical demonstration
- M5. Field trip
- M6. Master class
- M7. Reading/Recital/Performance
- M8. Discussion
- M9. Workshop
- M10. Activity-based
- M11. Other – please specify

NOTES

- A branch should send its claims to the TPN Coordinator of the National Executive for approval before returning them to the nominated Education Centre to seek payment. **UNSIGNED FORMS WILL NOT BE ACCEPTED.**
- Invoices/receipts for ALL claimed items must be presented.
- Claims should be made on an ongoing basis. **Final deadline for claims on 2010/11 funding is 30th September 2011.**

TPN (initials):		Date:
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VENUE COSTS

		Details	Amount	Approved by EC
Room Rental	<input type="checkbox"/>			
Catering	<input type="checkbox"/>			
Equipment rental	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>			
Subtotal Venue Costs				

ADMINISTRATION COSTS

		Details	Amount	Approved by EC
Postage	<input type="checkbox"/>			
Telephone	<input type="checkbox"/>			
Printing/Photocopying	<input type="checkbox"/>			
Stationery	<input type="checkbox"/>			
Staff/Secretarial	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>			
Subtotal Administration Costs				

PARTICIPANTS COSTS

		Details	Amount	Approved by EC
Travel	<input type="checkbox"/>			
Subsistence	<input type="checkbox"/>			
Subtotal Participants Costs				

LECTURERS COSTS: A TPN may, if it wishes, pay lecturers' T&S costs, but not lecturers' fees which must be paid by the nominated Education Centre. In making your claim, please make clear if you have already paid T&S.. Ensure that you append the original claim form.

		Details	Amount	
Fees	<input type="checkbox"/>			
Travel	<input type="checkbox"/>			
Subsistence	<input type="checkbox"/>			
Subtotal Lecturer Costs				

To be paid directly to lecturer(s)

To be refunded to TPN

	For Branch	For National Executive
Name		
Position		
Signature		
Date		

NOTES:

FOR OFFICE USE ONLY		
Company Name:	Amount for venue costs	
Department Code:	Amount for administration costs	
Checked by:	Amount for participants costs	
Passed for Payment:	SUBTOTAL	
Authorised by:	If Lecturers' T&S to be refunded to TPN add	
Cheque No: Date:	TOTAL	