

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		<u>Male</u>	<u>Female</u>

*** 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 2011/12 funding is 30th September 2012.**

TPN (initials):		Date:
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VENUE COSTS			Approved by
<i>Tick ✓ if receipt attached</i>	Details	Amount	EC
<input type="checkbox"/>	Room Rental		
<input type="checkbox"/>	Catering		
<input type="checkbox"/>	Equipment rental		
<input type="checkbox"/>	Other (specify)		
		Subtotal Venue Costs	

ADMINISTRATION COSTS			Approved by
<i>Tick ✓ if receipt attached</i>	Details	Amount	EC
<input type="checkbox"/>	Postage		
<input type="checkbox"/>	Printing/Photocopying		
<input type="checkbox"/>	Stationery		
<input type="checkbox"/>	Other (please specify)		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
		Subtotal Administration Costs	

PARTICIPANTS COSTS			Approved by
<i>Tick ✓ if claims attached</i>	Details	Amount	EC
<input type="checkbox"/>	Travel		
<input type="checkbox"/>	Subsistence		
		Subtotal Participants Costs	

LECTURER COSTS: No TPN is to pay lecturer fees directly, as Tax and PRSI must be deducted from the payment. In order to facilitate this all lecturer fee claims are to be paid by nominated Education Centre. A TPN may choose to pay any T&S element of a claim directly to the lecturer, and it must be clearly stated on the claim form that T&S has already been paid. The original claim must be submitted.

Name(s) of lecturer(s)			
<i>Tick ✓ if claims attached</i>			
Fees	<input type="checkbox"/> Claim(s) attached	Total Number of hours	
Travel & Subsistence	<input type="checkbox"/> To be paid directly to lecturer(s) OR <input type="checkbox"/> To be refunded to TPN		
		Subtotal Lecturer Costs	

	For Branch	For National Executive
Name		
Position		
Signature		
Date		

NOTES: *UNSIGNED FORMS WILL NOT BE ACCEPTED*

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	