



Grant Acquittal Form

UNSW Carers' Support Fund

CONDITIONS

Within four weeks of return from the activity, invoices/receipts/letters must be provided to acquit the grant and release funds.

Payments for expenses that the applicant has incurred directly must be reimbursed via the Concur reimbursement system. The payment will be made into the bank account nominated for salary payment.

If expenses were charged to a school or faculty account; a journal transfer will be arranged. Please indicate the relevant account codes:

Fund Code	
Department Code	
Project Code	

It is the responsibility of the grant recipient to ensure that all travel and other expenditure has complied with UNSW's [Travel Policy](#) and [Procedure](#), and UNSW's [Procurement Policy](#) and [Procedure](#).

DECLARATION

Recipient's Name:

zID:

I certify that the amount of \$ _____ approved by the Assessment Committee towards the payment of extraordinary caring costs, enabling me to participate in the activity, was used for the stipulated purpose.

**Recipient's
Signature:**

Date:

Please submit this form, along with relevant invoices/receipts/letters, by [email to the Access Equity & Inclusion Team](#).