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| --- | --- |
| **Name:**  | **Date:** |
| **Brief description of request:** |
| **Title of event if applicable:**  |
| **Date/s of event:**  |
| **Costs involved:**  |
| **Expenditure allocations – by what method of payment *(tick appropriate)*** |
| **Visa** | **Invoice** | **Cash** | **Cheque** |
| **Job Number** |  |
| **Time involved:** |
| **Benefits to self:** |
| **Benefits to D:**  |
| **How do you plan to provide feedback the information to relevant person/s:** *(all personal development or conference attendances paid for by the organisation requires some type of accountability. This is also relevant to members as well as staff.)* |
| **Signature:**   | **Date:**  |
| **Managers Approval:** | **Date:** |

*(used for purchase of equipment/resources, conference, training )*