|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 )*