

## APPENDIX 4

# CCYS FACILITATOR INVOICE & EXPENSES CLAIM FORM

### PERSONAL DETAILS

Name	
Address	

### COURSE DETAILS

Title	Club Captains in Youth Sport
Venue	
Date(s)	

### BANK ACCOUNT DETAILS

Name of Bank	
Account Name	
IBAN	
BIC	

### PAYMENT FOR COURSE

	Pay per hour	No of hours	
Course delivery	€25	7	€175.00
Mileage @60c per mile	Attach google map		€
Tolls	Confirm details of tolls on google map provided		€
Expenses	Attach list of agreed expenses with receipts to the invoice		€
Total amount claimed			€

FACILITATOR SIGNATURE	DATE
-----------------------	------

All correctly completed expense forms should be sent to  
Youth Department, ISHQ, NSC, Blanchardstown, Dublin 15 marked 'Facilitator Expenses'