**Alfred Research Trusts – Small Project Grant Expenditure Report**

***To be submitted to Rebecca Erlich (r.erlich@alfred.org.au)***

**AWARD DETAILS**

|  |  |
| --- | --- |
| **NAME of AWARDEE** |  |
| **DEPARTMENT of AWARDEE** |  |
| **APPLICATION /AWARD No.** |  |
| **PROJECT TITLE**  |  |
| **TOTAL AWARD VALUE** |  |
| **SPF COST CENTRE No. and SPF Manager** |  |
| **AWARD START DATE**  |  |
| **AWARD END DATE**  |  |

**EXPENDITURE**

|  |  |
| --- | --- |
| **REPORTING PERIOD** (choose) | 1 Jan – 30 June OR 1 July to 31 Dec |
| **YEAR of REPORTING PERIOD** |  |

|  |  |
| --- | --- |
| **DETAILS of EXPENDITURE** | **EXPENDED AMOUNT** |
| **Salaries***Name, job title, level of employee, hours worked/EFT* |  |
| **Consumables***High level description of items* |  |
| **Equipment** |  |
| **Other (please specify)** |  |
| **TOTAL EXPENDITURE FOR REPORTING PERIOD** |  |

**Please provide a justification for expenditure of >50% of the total award funding if this is the first six-month reporting period for the award (where applicable).**

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**SIGNATURES**

*To be signed by AWARDEE and Departmental Finance Officer / Cost Centre Manager*

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| **SIGNATURE** | **NAME, Position, Department** | **DATE** |
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