SAMPLE INVOICE 1

No subsistence claimed/lunch provided

To: Dublin Youthreach.

From: Jack Brady (QF Facilitator)

PPS Number: 1234567A

For: Facilitation of Centre Evaluation and Planning Process (CEIP).

Dates: 5th/6th June 2019

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fee | Write-up fee | Travel | Subsistence | Overall total |
| 2 days @  €203.16 per day | \*€200.00  (Increased in 2016) | 90.70 km  journey by 2 days  @ 37.95 cent per km  (QF rates) | Lunch provided  (no claim) |  |
| €406.32 | €200.00 | €68.84 |  | €675.16 |

Where a centre based facilitator claims the higher rate of fee (€203.16 per day) this section must be stamped by the ETB where the facilitator is based, before submitting invoice.

I confirm that Jack Brady carried out the above work while on annual leave or outside normal timetabled hours.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the ETB where the facilitator is based

ETB Stamp

Name - Jack Brady

Address - 5 Canal Rd.

Dublin

Phone – 087 123456