

Summary of costs template

You can use this template to fill in a summary of costs for work that has been completed for your application. This needs to be attached when you submit a request for reimbursement. Please see the example sheet on the next page for how to fill out this template.

Applicant name:

CIV number:

Date <i>(date work undertaken)</i>	Milestone <i>(as per funding matrix)</i>	Task <i>(as per funding matrix)</i>	Expenditure Type <i>(as per funding matrix)</i>	Amount Requested <i>(incl. GST)</i>	Description <i>(please provide a description of the work that was undertaken)</i>

Total reimbursement amount requested:

Summary of costs example sheet

Applicant name: John Smith

CIV number: CIV-2017-123-456

Date <i>(date work undertaken)</i>	Milestone <i>(as per funding matrix)</i>	Task <i>(as per funding matrix)</i>	Expenditure Type <i>(as per funding matrix)</i>	Amount Requested <i>(incl. GST)</i>	Description <i>(please provide a description of the work that was undertaken)</i>
01/02/03 – 01/03/03	Notification	Project management	Project manager	\$xxxx.xx	<ul style="list-style-type: none"> • Drafting of public notice per High Court instruction • Review of public notice. • Publishing public notice in NZ Herald (01/02/03) • Refer to project manager invoice XX • Refer to NZ Herald invoice XXXX
01/02/03 – 01/03/04	Pre-hearing/Evidence gathering	Legal fees	Lawyer	\$xxxx.xx	<ul style="list-style-type: none"> • Legal advice to applicant relating to upcoming hearing • Correspondence with assisting counsel regarding preparation of evidence • Drafting and filing of memoranda of counsel dated 01/02/03 • Refer to invoice XX
01/02/03 – 01/03/03	Pre-hearing/Evidence gathering	Historical research	Historian	\$xxxx.xx	<ul style="list-style-type: none"> • Historical research work undertaken by Jane Doe from 01/02/02 to 01/03/03. • Refer to invoice XX

Total reimbursement amount requested: \$xxxx.xx