

FINANCE REPORT

Organisation Letter head: [Must display Research Organisation Logo]

Address: [Research Organisation]

Date: [e.g. DD MM YYYY]

IOSH PO: [IOSH Purchase Order Number – issued at the start of the project and to be referenced on each financial report]

Principal Investigator: [.....]

Title of Project: [.....]

Statement of Expenditure for Milestone (#): [e.g. Milestone 1 (dependant on project milestones)]

Period: [e.g. 01/03/2025 – 06/04/2025] (N.B must reflect period of research activity)

| Costs | Expenditure (in GBP) |
|---|----------------------|
| Salary costs | £0 |
| [e.g. Research assistant 1] | £0 |
| [e.g. Research assistant 2] | £0 |
| Travel and subsistence costs | £0 |
| [e.g. flights, accommodation etc.] | £0 |
| Capital Items | £0 |
| [e.g. laptop] | £0 |
| Publication costs | £0 |
| [e.g. open access publication] | £0 |
| Sub-contracts | £0 |
| Other costs | £0 |
| [describe costs not included under previous headings] | £0 |
| Total Expenditure | £0 |

I can confirm that the above is correct: M1 100% complete up to the date of the invoice.

Prepared by: [Name]

[Job Title]

Signature: [.....]