## Markets & Conferences: Acquittal Form

Incomplete acquittals may not be processed. Double click on the  and select ‘Default Value – Checked’ to insert a in the box. An Acquittal Form must be completed for **each** market attended or marketing trip undertaken.

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| **Your details** | **Travel funding details** |
| **Name:** | **Event Attended:** |
| **Address:** | **Travel dates:** |
| **Email:**  **Phone:** | **Grant amount:** |

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| **Acquittal report checklist** |

**Screenwest requires the following deliverables within 30 days of your return:**

Acquittal From (this page)

Narration report (requirements below)

Statutory Declaration (using templates on Screenwest website)

Final drawdown invoice

In the event that your expenditure is less than the budget in your Letter of Offer, you are also required to submit:

Acquittal budget (below)

Screenwest reserves the right to verify flights, accommodation and registration receipts for up to 12 weeks post the dates of travel or the date of the acquittal submission (whichever is longer).

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| **Narration report requirements** |

Write minimum ½ page detailing the following:

1. Summarize the benefits and outcomes achieved by attending this market or conference.
2. Did you carry out the strategy you proposed in your application? How did you meet the outcomes specified in your application?

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| **Acquittal budget** |

Screenwest can contribution of up to 100% of eligible costs, based on acceptable rates.

Screenwest’s contribution cannot exceed actual expenditure.

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| **Expenses** | **Budgeted Amount (as per Letter of Offer)** | **Actual Expenditure** | **Screenwest contribution** |
| Airfares | $ | $ | $ |  |
| Registration Expenses | $ | $ | $ |  |
| Accommodation | $ | $ | $ |  |
| **TOTAL** | **$** | **$** | **$** |  |

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| **Eligible costs** | **Acceptable rates** |
| Airfares | Economy flights only |
| Accommodation | Dependent on location and based on current government allowed rates.   * *Inter/Intrastate*: $150-$200 per night * *Europe:* $250 per night * *America:* $150-$200 per night * *Asia:* $150-$200 per night |
| Registration | Dependent upon event |
| *\* This is a guide only. Screenwest recognises that there may be exceptions to these figures.* | |

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| **Submission** |

Submit this Acquittal Form and all supporting documents in **one email** to [funding@screenwest.com.au](mailto:funding@screenwest.com.au) or send via post to Screenwest, PO Box 3275, EAST PERTH, WA 6892

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| **Office use only – Do not mark** | | | |
| **File number:** |  | **Read by**  **Name:**  **Title:** |  |
| **Amount paid:** |  | **Result:** | **Acquitted / Not Acquitted** |
| **Acquittal due:** |  | **Actions / comments:** |  |
| **Date received:** |  | **Date:** |  |