

Reference guide for completing the Ireland Candidate Expense form

- Enter all details in BLOCK CAPITAL LETTERS.
- Each individual receipt must be listed as a separate line item when completing the form.
- Ensure that all receipts are clearly legible. They should be scanned as a PDF document and returned together with the completed form via email. Receipts should correspond to the description on the expenses sheet.
- If you have receipts for a currency other than Euro, you will need to attach a screenshot of the currency exchange rate on the date the expense was incurred. This can be obtained from <http://www.xe.com/>
- If your receipt is for a currency other than euro e.g. GBP, put the non-Euro value in the description field and also include the exchange rate value on the date the expense was incurred.

Example below: Dinner receipt is for £25, exchange rate on the day the expense was incurred was £1=€1.13. 25*1.13 = €28.25.

Dates	Description	Select your Engine Size	Mileage	Air/Rail Travel	Hotel	Car Rental/Taxi Service	Personal Meals	Other (Parking, tolls, etc.)
		Engine Size Up to 1,200cc	Miles/Amount 0 € -					
29-Nov-17	Dinner Receipt - €25. Exchange rate on Nov 29th 2017 was £1 = €1.13. €25 * 1.13 = €28.25						28.25	
Engine Size	Rate 1 (1 to 6437) Rate 2 (over 6437)	Totals					28.25	0.00
			0.00	0.00	0.00	0.00		0.00

When filling out the below fields on the form, please see below for what is required.

1.	Payee Signature:	<input type="text"/>
2.	Social Security Number (If applicable): Required for US candidates	<input type="text"/>
3.	Mailing Address:	<input type="text"/>
		<input type="text"/>
4.	Email Address:	<input type="text"/>

1. Payee Signature - Candidates full name
2. Social Security Number – Only required for US Candidates
3. Mailing Address – Candidates full postal address
4. Email Address – Candidates email address