



2011/12

**TPN7 - NATIONAL
EXECUTIVE ADMINISTRATION
COSTS CLAIM FORM**

ALL ENQUIRIES SHOULD BE DIRECTED TO:
The TPN Administrator, Blackrock Education Centre, Kill Ave, Dun Laoghaire, Co. Dublin
Tel: (01) 236 5000 Fax: (01) 236 5050
Email: tpn@blackrockec.ie www.tpnetwork.ie

These claims should be returned to the Director of the nominated Education Centre on an ongoing basis; final date for receipt of claims for 2011/12 is **30th September 2012.**

<u>TPN</u> <u>Initials</u>		Nominated Ed Centre	
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Costs incurred

<u>Item</u>	<u>Claimed</u>	<u>Approved</u>
Total		

Signed (1): _____ Position: _____ Date: _____

Signed (2): _____ Position: _____ Date: _____

Please note that this form must be signed by either the Chairperson, Treasurer, Secretary or CPD Coordinator.

FOR OFFICE USE ONLY	
Company Name:	
Department Code:	
Checked by:	
Passed for payment:	
Authorised by:	
Cheque No:	Date: