

2025 Alumni Community Engagement Fund

**Voucher template**

Please use this template to provide details of reimbursement costs for expenses incurred by participants to attend the ACEF activity. The organiser should agree a fixed cost to be reimbursed for the expense(s) with the participants and CSC Alumni Team in advance of the activity delivery date. Please include details of all participants receiving the reimbursement and confirm their activity attendance.

**Organiser details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Country:** |  |
| **ACEF activity title:** |  |
| **Activity delivery date(s):** |  |

**Details of costs** (add more lines and/or modify columns as required)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Institution** | **Role** | **Amount paid & currency** | **Date of ACEF session attended** |
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| **Total** |  |

**Organiser’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_