

Reimbursement of Election Expenses Form

The Election Agent should:
refer to the guidelines published by the Electoral Commission (e.g. Candidates Handbook), and if necessary request advice on completion of the Reimbursement of Election Expenses Form from:

Secretary | Electoral Commission:
Email: dillon.grace@msu.ie

PLEASE NOTE:

The Secretary of the Electoral Commission is available to meet election agents to assist in the completion of the Reimbursement of Election Expenses Form.

Receipts must be provided for every payment of election expenses. In part 4 of the Election Expenses Form, ensure that the reference number in column 1 should be written on the accompanying receipt.

The Reimbursement of Election Expenses Form and accompanying documentation should reach the Electoral Commission, Maynooth Students' Union, the Student Centre, North Campus, Maynooth University, Maynooth, County Kildare, W23 W6R7 or email to returning.officers@msu.ie not later than

1 PM on Friday, 24 March 2023

Office use only

Name	
20% First Preference Quota	
Overall Expense Submitted	
Expense Limit	
Approved Expense Claim	
Authorised By	

1. CANDIDATE'S DETAILS

Name	Insert here
Student Number	Insert here
Phone Number	Insert here
Email	Insert here
Position contested	Insert here

Bank Name	Insert here
Branch Address	Insert here
IBAN	

Please provide a copy (screenshot if you only have online banking) of the top of your bank statements showing your account name and IBAN

Please tick that copy of bank statement showing IBAN is provided

Please tick

2. ELECTION AGENT'S DETAILS

If a candidate is acting as their own election agent, please enter "Candidate" opposite "Name" below

Name Insert here

3. LIST HERE ANY PERSONS AUTHORISED BY THE ELECTION AGENT TO INCUR ELECTION EXPENSES ON THEIR BEHALF

Name	Insert here
Amount authorised to spend	Insert here
Amount spent	Insert here

Name	Insert here
Amount authorised to spend	Insert here
Amount spent	Insert here

Name	Insert here
Amount authorised to spend	Insert here
Amount spent	Insert here

DETAILS OF EXPENSES INCURRED BY AUTHORISED PERSONS MUST BE INCLUDED UNDER THE APPROPRIATE HEADINGS IN PART 4 OF THIS STATEMENT

4. DETAILS OF ELECTION EXPENSES INCURRED BY THE ELECTION AGENT AND PERSONS AUTHORISED BY THE ELECTION AGENT

NOTE: Receipts must be provided for every payment of election expenses. The reference number in column 1 should be written on the accompanying receipt.

4A	Advertising (whatever the medium)	
	Expenses under this heading include fees, design costs and other costs incurred in connection with preparing, producing, distributing or otherwise disseminating such advertising.	
	List advertising expenses	
Ref	Expenditure Item	Cost
A1	Insert here	€
A2	Insert here	€
A3	Insert here	€
A4	Insert here	€
A5	Insert here	€
A	TOTAL	€

4B	Election Posters	
	Expenses under this heading include the costs of the design, production, printing, erection and removal of election posters (must be during the election period)	
	List election poster expenses	
Ref	Expenditure Item	Cost
B1	Insert here	€
B2	Insert here	€
B3	Insert here	€
B4	Insert here	€
B5	Insert here	€
B	TOTAL	€

4C	Other Election Material	
	Expenses under this heading include the design, production, printing and dissemination of election material (other than posters) including election leaflets, election manifestos, newsletters, websites, social media and any other promotional election material.	
	List other election material expenses	
Ref	Expenditure Item	Cost
C1	Insert here	€
C2	Insert here	€
C3	Insert here	€
C4	Insert here	€
C5	Insert here	€
C	TOTAL	€

5. EXPENSES REVIEW

Complete this review by adding the total calculated expenses for each relevant heading.

Section	Expense Total (€)	
4A - Advertising	€	
4B - Election Posters	€	
4C – Other Election Material	€	
Overall Expense Submitted	€	
Expense Limit	€	
Approved Expense Claim	€	Initial

6. DECLARATION

**Part A of the Declaration
(To be completed in full by the Election Agent)**

I (Election Candidate / Agent), do solemnly and sincerely declare that the attached Reimbursement of Election Expenses Claim Form is, to the best of my knowledge and belief, correct in every material respect and that I took all reasonable action in order to be satisfied as to its accuracy and I make this solemn declaration conscientiously believing the same to be true.

Signature of Election Candidate / Agent

**Part B of the Declaration
(To be completed in full by the witness)**

When completing this part, the witness needs to state whether the person making the statutory declaration is known to them or has been identified to them by another person or by one of the documents referred to below

Declared before me [*Name of the Agent of the Returning Officer, Position*],
..... by [*Name of Election Candidate / Agent furnishing the form*] whose identity has been established to me before the taking of this Declaration by the production to me of Student Card number valid until [*date*] by the authorities of [*issuing body*.....

Signature of witness

Category of witness

Place of Signature

Date

