

**University of Melbourne Student Union**

**Report of *Entities Name***

***Name of Event***

***Event Date***

***Event Location***

**Details of event**

Please write a summary of how the event went and where the grant money was used.
Was the event successful, did you receive student feedback, would you do this event again?

**Evidence of UMSU’s sponsorship**

Please provide us with any evidence that shows there was an UMSU presence. Feel free to attach photos of UMSU’s logo at the event, or describe in detail of how UMSU’s sponsorship was advertised.

**Expenditure**

Please fill in the table below that shows where the grant was spent. Keep your receipts and attach them to this report. Also attach any invoices and other financial documents related to the grant.

|  |  |  |
| --- | --- | --- |
| **Description of item** | **Amount ($ AUD)** | **Comments** |
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**Final Comments**

This is optional. If you would like to direct any questions or comments to Students’ Council, you may do so here.