

4.6.4. Post-convening finance reconciliation

Post-convening finance reconciliation is the final accounting of the services procured for the convening. The APC convening lead has to prepare this report within one month after conclusion of the event.

At this stage, the invoices for accommodation and other group expenses will be reviewed in detail, the actual costs per participant will be confirmed and reallocated to the corresponding cost centre.

In case of on-site cash disbursements or local services, or instances that have necessitated advance payments, all support documents such as invoices, receipts and signed per diem schedules need to be collected at this stage, and digital copies of all the group expenses kept in the corresponding logistics folder in Share2. These expenses will be also reviewed and included in the overall event reconciliation to determine the actual costs per participant and the final cost centre allocations.

Revision #2

Created 2026-03-26 09:22:08 UTC by shivani

Updated 2026-03-26 11:59:19 UTC by shivani