1.0 Purpose
To outline circumstances in which non staff/visitors to the Campus, and others who incur legitimate ‘business’ travel & subsistence costs [wholly, exclusively and necessarily] on behalf of the University, may claim for reimbursement of same.

2.0 Description
2.1 Subject to Revenue Commission regulations, non-employee visitors and others who have been engaged by the University on a self-employed basis and who operate their business as wholly independent service providers may be reimbursed for reasonable travel and subsistence expenses incurred in delivering those services to the University. Such costs should be added to the self-employed visitor’s invoice for the service they deliver to the University.

2.2 Travel must be undertaken only when necessary and be consistent with the needs of the University. All travel should be planned as far in advance as possible to take advantage of discounted air fares and other economies that may be available by advance purchasing. Adequate time should be allowed for organising e.g. insurance, visa, and related travel arrangements.

2.3 All travel should be via the shortest practicable routes and by the cheapest practicable mode of travel. Standard public transport in the form of public buses, trains, scheduled flights (economy class), and taxis etc. should be used when travelling on University business. Unless it can be clearly demonstrated to be more economical than public transport, hire of private transport or use of own transport, with a consequent mileage claim, is strictly forbidden.

2.4 The use of premium classes of air travel requires prior approval by the Bursar and will only be considered in cases of air travel that exceeds six hours’ flight time and is clearly an allowable cost by the funding source.

2.5 Reimbursements to visitors may not exceed the standard Civil Service rates that apply to University employees as set out in University policy.

2.6 Candidates invited for interview by the Human Resources Office may only claim expenses if confirmed in writing by the University’s HR office in advance of interview and in line with the attached Interview Candidate Rates.

2.7 Claims must be submitted within three months of trip/event and reimbursements will normally be made via on-line/internet banking.

2.8 Receipts must be submitted in respect of all costs claimed.

2.9 Campus visitors/contractors i.e. those who are not employees of the University, must complete the form attached and submit it to the Finance Office once approved by the budget holder and, if appropriate, the relevant authoriser.

2.10
3.0 Responsibilities

3.1 Limited authority to approve travel and subsistence expenditure is delegated to relevant University budget holders through the University’s decentralised structure.

3.2 The claimant and the authoriser of the claim shall not be one and the same person. As a general principle the person authorising claims must be at a senior University employment grade. Claims must be approved by the budget holder or their nominee.

3.3 Both budget holder and approver (if applicable) are charged with reviewing expense claims to ensure value for money, completeness of detail, appropriateness, necessity and relevance to the specific business of the University, prior to authorising same. In addition, they are responsible for adherence to this policy and adherence to the claim procedures outlined in QA303. This responsibility cannot be delegated when nominating a substitute approver.

3.4 All travel and subsistence claims equal to or exceeding €2,000 must, in addition to the requirements above, be authorised by the relevant UMT member (or his/her nominee).

3.5 ‘Ownership’ of this policy rests with the Director of Financial Accounting.

4.0 Subsistence Rates

**National and International Civil Service subsistence rates** as per circulars issued from time to time by the Department of Public Expenditure & Reform (DEPR), copies of which are available at [http://www.per.gov.ie/en/](http://www.per.gov.ie/en/)

### Official Motor Travel in a calendar year

<table>
<thead>
<tr>
<th>Distance</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 6,437km</td>
<td>39.12 cent</td>
</tr>
<tr>
<td>6,438km and over</td>
<td>21.22 cent</td>
</tr>
</tbody>
</table>

- **Interview Candidate Rates**
  For job applicants invited to interview by the Human Resources Office, candidates may only claim expenses up to the following limits.

- **Posts Advertised Nationally** *(candidates travelling from within Ireland)*
  Actual cost of public transport/petrol costs, plus one night bed and breakfast allowance, to a maximum of €150.

- **Posts Advertised Internationally** *(candidates travelling from outside Ireland)*
  Cost of return flight for the candidate plus one night (or two nights if essentially required) bed and breakfast accommodation, up to a maximum of €600. For long distance travel from Europe or USA, upper limit may be higher, to a maximum of €1,200 at the discretion of the Director for Human Resources.

Candidates for certain senior positions may claim actual costs in excess of the above maxima if funded from an external source which specifically permits actual cost reimbursement. If actual cost reimbursement is to be made, the job applicant must obtain written confirmation from the Director of Human Resources in advance of the costs being incurred.