



How to submit a claim for Foreign Police Certificates

All expense claims submitted must be in line with the [University's Policy](#) for claiming, reimbursing, and paying, university business related Domestic and Foreign Travel & Subsistence costs - for University Staff NUI Galway

Claims can be submitted by existing staff members (those employed before the 29th April 2016) engaging with the Retrospective Vetting Project for expenses incurred in obtaining Foreign Police Certificates (see FAQ for what may be claimed)

Please review [User Guide For Submitting Electronic Claims](#) if you are not familiar with the process.

Please review [How to attach a receipt at any stage of a claim](#) if you are unsure how to do this.

1 General

1. Travel Type: Choose from the dropdown list Vouched Expenses.
2. Purpose of Trip(s): Enter brief summary of expense incurred
Note this entry must be unique for each claim.
3. Comment: Enter further details of expense incurred
i.e. Cost of obtaining foreign police cert from London
4. Once finished here click the **Next step** button to bring you to 3-Expenses screen (see below)

3 Expenses

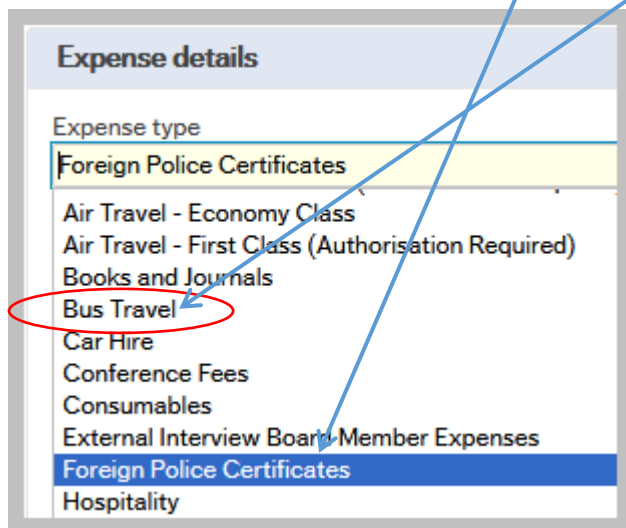
Record your vouched expenses here.

Only expenses incurred in obtaining a Foreign Police Certificate may be claimed:

To claim the costs that you incurred to obtain the foreign police cert, enter a separate line for each item.

1. To add an item, click on the **Add** button under **Expense Items**.
2. Under **Expense Details** choose **Foreign Police Certificates** as the **Expense Type** for costs such as finger printing, courier costs, and any other relevant items not already listed on the drop down menu.

If for example you are claiming for items such as **bus / train** you must select bus travel/rail travel from the drop down menu.



3. Each relevant receipt should be scanned and attached. Tick receipt provided for each item.
4. Once all items are inputted for expenses enter **D0278** in "**Subacc**" box at the top of the screen and click on "**Update all items**".
5. Click next step which will bring you to **4- Summary** to review your claim.
6. When satisfied change status to ready and save.

Please see FAQs below

FAQs

1. The cost centre code to claim costs incurred for Foreign Police Certificates is **D0278**

Do not submit any expenses to D0278 that do not relate to Foreign Police Certificates Expenses

2. Only expenses incurred in obtaining a Foreign Police Certificate may be claimed as per list below:

- The cost of a Foreign Police Certificate itself
- The cost of having fingerprints taken
- If it was necessary to travel to an Embassy in Dublin
- Related travel expenses
- Travel to countries outside of Ireland may not be claimed.

3. If it was compulsory to courier an application/documents to obtain a Foreign Police Certificate

4. To claim the cost of finger printing select Foreign Police Certificates as the Expense Type.

5. To claim the cost of a courier, select Foreign Police Certificates as the Expense Type