



Code: QA323
Title: Triennial Travel Grants
Date: Samhain 2014
Approval: UMT

1.0 Purpose

Describes the University funded travel grant scheme that is available to qualifying academic staff together with attendant conditions.

2.0 Description

This policy aims to support and encourage the research activities of academic staff by making funds available for travel costs associated with same. The value of grant available is increased for research active academic staff and the grant scheme is reviewed every three years.

3.0 Scheme Particulars

3.1 Grants are available to academic staff (Professors, Lecturers, University Teachers, and Clinical Lecturers) who have been issued with a formal contract of employment by the University's Human Resources function, and who have accepted same in writing. The travel costs of non pedagogic research only staff must be borne by the relevant research grant.

3.2 The maximum grant claimable over the three-year period is €1,900.

3.3 Grant(s) may be drawn down at any time during the three-year period subject to provision of supporting claim forms, vouchers and receipts, in accordance with the University's policy on Travel & Subsistence.

3.4 Employees must submit their claim whilst under employment contract. Claims from employees whose employment has ceased will not be processed or paid.

3.5 It is a condition of draw down that the claimant places their profile on the Research Support Database System administered by the office of the Vice President for Research.

3.6 New members of academic staff appointed during the triennial period may claim a *pro-rata* portion of the three-year grant. Retiring members of academic staff may similarly claim on a pro-rata basis.

3.7 In all cases, entitlement to any unspent portion of the grant will lapse at the end of the triennial period.

4. Procedures

4.1 All staff claims for reimbursement of travel and subsistence must be made via the Travel & Subsistence Web Portal – University's self service claim system. All supporting vouchers/receipts/invoices to be attached to the claim.

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4.2 Claimants should select Triennial Travel as the expense type and the relevant school's cost centre (beginning with 'D') should be used.

4.3 Reimbursement of expenses claimed via the self service Travel & Subsistence web portal will normally be made within 5 days of approval by the designated authoriser and receipt of the supporting documentation in the University's Finance Office. Advances may be granted in accordance with the University's policy on Travel and Subsistence.

4.4 The current triennial period covers October 2017 to September 2020.

5.0 Responsibilities

Name	Responsibility
Director of Financial Accounting	Policy Owner
Academic staff claimants	Process claims via University's web portal 'on line' system