

FINANCIAL POLICY & PROCEDURES MANUAL

ACADEMIC STAFF - TRIENNIAL TRAVEL GRANT

Version: 4

Replaces: 3

Approved by: Údarás na hOllscoile
ÚO/M5/16.2.7

Date: 21/10/05

1. STATEMENT OF POLICY

- 1.1 It is University policy to encourage and support the personal research activities of academic staff and in this regard, a triennial travel grant in respect of such activity is available in accordance with the scheme outlined below.

2. SCHEME PARTICULARS

- 2.1 Grants are available to Professors, Lecturers, Lecturers above the bar/College Lecturers, Lecturers below the bar/Junior Lecturers, University Teachers and Clinical Lecturers. Full time contract staff academic are eligible for a travel grant pro rata to their term of employment vis-à-vis the current triennial period.
- 2.2 The maximum grant over the three-year period is €1,905 and 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.
- 2.3 The employee must submit their claim whilst under contract. Claims from employees whose employment has ceased will not be processed or paid.
- 2.4 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.
- 2.5 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.
- 2.6 In all cases, entitlement to any unspent portion of the grant will lapse at the end of the triennial period.

3. PROCEDURES

- 3.1 All staff claims for reimbursement of travel and subsistence must be made via the Travel & Subsistence Web Portal – University’s self service system. All supporting vouchers/receipts/invoices should be attached to the claim.
- 3.2 Claimants should select Triennial Travel as the expense type and the dept. cost centre should be used.
- 3.3 Reimbursement of expenses claimed via the self service Travel & Subsistence web portal will normally be made within 10 days of 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.
- 3.4 The current triennial period covers October 2014 to September 2017.

**Stiúrthóir Cuntasaíochta Airgeadais
Meán Fómhair 2005
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