8 Expense Types

- Expenses are now grouped into 8 Expense Types
- Select the most relevant Expense Option before entering a claim
- Only applicable expense type will be displayed within in each type

Republic of Ireland

1. Rep. of Ireland – Overnight Subsistence & Receipted Expenses
Overnight travel within the Republic of Ireland when claiming an Overnight Subsistence Rate.

2. Rep. of Ireland – Daily Subsistence & Receipted Expenses
Travel within the Republic of Ireland when claiming a Daily Subsistence Rate (e.g. accommodation booked via Club Travel).

3. Rep. of Ireland – Receipted Expenses
Vouched (receipted) expenses only.

Foreign Travel (including Northern Ireland)

4. Foreign Travel – Overnight Subsistence & Receipted Expenses
Foreign overnight travel when claiming the Overnight Subsistence Rate for the country visited.

5. Foreign Travel – Daily Subsistence & Receipted Expenses
Foreign travel when claiming a Daily Subsistence Rate (e.g. accommodation booked via Club Travel).

6. Foreign Travel – Receipted Expenses
Vouched (receipted) expenses only.

Other Expense Types

7. Hospitality & Gifts – QA441
Claims must comply with Policy QA441.

8. Other Business Expenses Permitted by Policy
Expenses must be explicitly permitted under non-travel University policies.

If unsure which Expense Option to select, refer to the relevant policies or contact the Expenses Reimbursement Office. expenses@universityofgalway.ie