



<b>Code</b>	QA304
<b>Title</b>	Policy on reimbursing Travel & Subsistence costs to university visitors, contractors, and interview candidates etc.
<b>Policy Owner</b>	Director of financial accounting
<b>Date</b>	25 <sup>th</sup> June 2020
<b>Approved By</b>	Údarás na hOllscoille

### 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 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 i.e. public buses, trains, and scheduled flights (economy class), 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 motor travel 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 and reimbursements will normally be made via electronically.
- 2.8 Original receipts must be submitted in respect of all costs claimed. Credit card slips are not acceptable.

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.

### **3.0 Authorisation and Responsibilities**

3.1 Authorisation and responsibility are governed by policy QA302.

3.2 Ownership of this policy rests with the Director of Financial Accounting.

### **4.0 Subsistence Rates**

Subsistence and Motor travel rates are governed by QA302 & QA303 respectively.

#### 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.