

Procedures Pertaining to payments to students, Clubs, Societies, Mentors, Sports Scholars, and recovery of expenses incurred by staff members in emergency purchasing of goods, facilities and services.

The following procedures apply:

1. Requests for payments to Societies are generated by the central Student Services Office (by processing them through the Agresso accounts payable module). These requests are paid on a weekly basis (through the Payments Office in the Financial Accounts Office) by being electronically transferred to the each Society's Bank Account, held in the Bank of Ireland, University branch.
2. Requests for payments to Sports Clubs are generated by the Sports Unit (by processing them through the Agresso accounts payable module), overseen by the central Student Services Office. These requests are paid on a weekly basis (through the Payments Office in the Financial Accounts Office) by being electronically transferred to the each Club's Bank Account, held in the Bank of Ireland, University branch.
3. Requests for payments of Sports Scholarships are generated by the Sports Unit (by preparing an excel file in a GL07 format and providing this to the Payments Office for uploading to Agresso), overseen by the central Student Services Office. These requests are paid on a weekly basis (through the Payments Office in the Financial Accounts Office) by being electronically transferred to each Sports Scholar's Bank Account.
4. Payments to students for work, irrespective of the scale of the payment, are made through the Finance Office (Payroll).
5. Requests for payments of Student Connect Mentors' expenses are generated by the central Student Services Office (by preparing an excel file in a GL07 format and providing this to the Payments Office for uploading to Agresso). These requests are paid on a weekly basis (through the Payments Office in the Financial Accounts Office) by being electronically transferred to the each Mentor's Bank Account. The text of notification of this payment to Mentors will be as set out in appendix A, herewith.
6. Where, in an emergency, a staff member uses personal monies to purchase goods, facilities or services, the recovery of this expense is through the submission of an expense claim. The claim must be signed by the holder of the budget against which the claim is being charged. If the claimant is the budget holder, the claim must be countersigned by the person whom the budget holder reports to. The claim is submitted to the Payments Office for payment.

February 23rd, 2010



To: Student Connect Mentors

This is to confirm that the sum of €100 paid to you is a contribution towards the costs you incurred in volunteering to assist your fellow students on their orientation and throughout the academic year as student support, e.g. mobile phone expenses, provision of tea/coffee to first-year students, travel costs to student mentor training day and orientation day, and food expenses on orientation day.

**Student Connect Co-ordinator,
Student Services,
NUI Galway.**

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