



Code	QA304
Title	Reimbursement of travel and subsistence costs to non-university staff and students
Policy Owner	Bursar
Date	18 th December 2023
Approved By	Údarás na hOllscoile

1.0 Purpose

To outline circumstances in which persons (other than staff or students) who incur legitimate travel costs [wholly, exclusively and necessarily] on behalf of the University, may claim for reimbursement of same.

2.0 Description

- 2.1 Subject to Revenue 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. This would include university visitors, contractors, and interview candidates etc. 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 must 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 must 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), must be used when travelling on University business unless exceptional circumstances are justified.
- 2.4 The use of premium classes of air travel requires prior approval by the relevant UMT member and the Bursar and will only be considered in cases of air travel that exceeds eight 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 QA303.
- 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.
- 2.8 Original receipts must be submitted in respect of all costs claimed. Credit card slips are not acceptable.
- 2.9 Claimants must complete the non-staff expenses form and submit it to the Finance Office once approved by the budget holder.

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 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.

- *Candidates travelling from within Ireland*
Actual cost of public transport/petrol costs, plus one night bed and breakfast allowance, to a maximum of €150.
- *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 of 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.

4.0 Related Documents

[QA302 Sustainable travel policy](#)

[QA303 Use of own transport policy](#)