



# RESEARCH, TRAINING AND CONFERENCE TRAVEL SCHEME

Procedure No: 13

Revision: 3

Sheet of: 1 of 2

Date of Issue:  
March 2010

## 1. PURPOSE

To define College's policy and procedures in regard to Research, Training and Conference Travel.

## 2. POLICY

2.1 The scheme applies to full time or part-time members of academic staff employed on a permanent or contract of indefinite duration basis or a fixed term contract of not less than two years duration. Qualifying part-time members of academic staff will receive pro-rata benefits under the scheme. All similar expenses of other grades of staff have to be met from School funds or other monies available in the Schools.

2.2 Support is available for:

- (a) Conferences, Seminars, Workshops, and Summer Schools (within the staff member's general sphere of academic interest), and/or
- (b) Travelling and subsistence expenses incurred for purposes of importance to teaching and/or research, including advanced courses, lecture tours and travel for collecting material which is essential or important for teaching or research, or for carrying out some part of a staff member's research which cannot be done well in Dublin.

Approval of the Head of School should be obtained before departure. In the case of (a) above such approval is required in order to ensure that absences do not conflict with departmental/school requirements, but in the case of (b) above the Head of School must also approve of the purposes for which support is sought.

- 2.3 Conference etc. registration fees may be reimbursed whether or not travelling expenses are also involved. Claims for reimbursement of travelling and subsistence expenses must involve travel outside the Dublin area. It is in the recipient's interest to minimise his/her claim for any one journey, as by so doing he/she will retain a larger spending potential for other occasions. The College expects recipients to make some contribution from their own resources.
- 2.4 Reimbursement of vouched expenses will be made by the Treasurer's Office by electronic transfer on receipt of a detailed claim with supporting vouchers (to be set out in the standard form, obtainable from [http://www.tcd.ie/Treasurers\\_Office/forms/index.php](http://www.tcd.ie/Treasurers_Office/forms/index.php) ). The Treasurer has discretion to make payments prior to departure where circumstances warrant it. If an applicant has any doubt about the eligibility of his/her application he/she should clear it before departure.
- 2.5 Up to €700 will be reimbursed in respect of any one academic year. Qualifying staff may draw on unused amounts in the previous two years before accessing the current year's grant.
- 2.6 Faculty Deans and Heads of Schools are not precluded from providing support additional to the Research, Training and Conference Travel Scheme. Any additional support provided in this regard will be contingent on the financial constraints and available funding in the Faculty/School and will be secondary to other Faculty/School commitments.