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## **Reimbursement of Professional Subscriptions for Professional, Administrative and Support Staff**

### **1. Purpose**

The purpose of this policy is to outline the conditions relating to the reimbursement of membership subscriptions to professional bodies/academic associations and societies and to ensure that the University Policy on this matter complies with changes to section 118 (5 e) of the Taxes Consolidation Act 1997 as amended by the Finance Act 2011.

### **2. Scope**

This policy applies to all Professional, Administrative and Support Staff. It does not apply to Academic Staff.

### **3. Procedure**

The staff member seeking reimbursement of the payment of a membership subscription to a professional body must do so through iExpenses which will workflow for approval to their Line Manager. The expenses type to use is 'Affiliation Fees and Membership Fees'.

It is important to note that these payments will (where approved by the Line Manager) be charged to the budget of the Unit which will accept these payments as eligible costs. Such subscriptions play an important role in maintaining professional standards in Trinity College.

Where staff qualify for professional subscription reimbursement, the subscription must fulfil at least one of the criteria below as set out by the Revenue Commissions in 2011:



- (A) There is a statutory requirement for membership of a professional body before an individual can carry out the duties of their employment
- (B) There is a requirement for a practicing certificate or licence required before an individual can carry out the duties of their employment
- (C) Other situations where the following conditions are satisfied:
  - 1. The duties of the employee and the duties of the employment require the exercise or practice of the occupation or profession in respect of which the annual membership refers
  - 2. The employee so exercises the profession or practices the occupation in respect of which the annual membership fee refers; and
  - 3. Membership of the professional body is an indispensable condition of the tenure of employment

#### **Multiple subscriptions**

In cases of multiple subscriptions the same criteria as above applies and the Head of Area/School will be responsible for assessing whether or not the professional membership(s) is/are an indispensable condition of the tenure of employment.

#### **4. High Level Roles and Responsibilities**

As set out in the policy above, a number of parties have responsibilities regarding the application of this policy:

**Head of Area/School:** Sign-off on the subscriptions applicable to the roles in their area of responsibility – in line with Revenue regulations. Inform HR when the addition/removal of a professional body/association is required so that the approved list is maintained.

**Staff Member:** Payment to be made to the professional body and receipt to be obtained. Submission of iExpenses workflow for approval to line Manger with a copy of the receipt attached.

**Line Manager:** Approve/reject the iExpense claim.



## 5. Relevant Subscription

A listing of all eligible Professional Subscriptions, by department accompanies this policy.

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## Relevant Subscriptions

A listing of all eligible Professional Subscriptions, by department:

<b>Name of Professional Organisation/Association</b>	<b>Trinity Department Name where this subscription applies</b>	<b>Job Title where this subscription is relevant (if applicable)</b>
The Psychological Society of Ireland	Student Counselling Service	Student Counsellor
Confederation of Student Services in Ireland	Student Counselling Service	S2S Co-ordinator
Irish Association of University & College Counsellors	Student Counselling Service	Student Counsellors
The National Association of Cognitive-Behavioural Therapists	Student Counselling Service	Student Counsellor
Irish Constructivist Psychotherapy Association	Student Counselling Service	Director & Clinical Co-ordinator
Heads of University Counselling Services	Student Counselling Service	Director
Family Therapy Association of Ireland	Student Counselling Service	Student Counsellor
The European Association of Psychotherapy	Student Counselling Service	Director & Clinical Co-ordinator
Association for Learning Development in Higher Education	Student Counselling Service	Education Psychologist & SLD Co-ordinator
Law Society of Ireland	The Secretary's Office	College Solicitor / Information Compliance Officer
Irish Patents Office - Trademark Agent Registration	The Secretary's Office	College Solicitor / Information Compliance Officer
Institute of Chartered Secretaries and Administrators	Secretary's Office	Secretary to the College
Institute of Chartered Secretaries and Administrators	Secretary's Office	Assistant Secretary
Public Relations Institute of Ireland	Communications Office / Public Affairs and Communications	Communications Officer



<b>Name of Professional Organisation/Association</b>	<b>Trinity Department Name where this subscription applies</b>	<b>Job Title where this subscription is relevant (if applicable)</b>
Institute of Project Management Ireland	Digital & Web Office	College Digital & Web Officer
British Computer Society	IS Services	Director of IT
Chartered Management Institute	IS Services	Director of IT
CIPD	IS Services	Director of IT
Chartered Accountants Ireland	Financial Services Division	Accountants
Certified Public Accountants	Financial Services Division	Accountants
Chartered Institute of Management Accountants	Financial Services Division	Accountants
Association of Chartered Certified Accountants	Financial Services Division	Accountants
Institute of Taxation	Financial Services Division	Taxation Officer
Institute of Directors	Financial Services Division	Chief Financial Officer
TUSLA (HSE)	Day Nursery	Nursery Manager
Project Management Institute	Human Resources	HR Project Managers
Chartered Institute of Personnel Development	Human Resources	HR Staff holding CIPD accreditation
LIA / Institute of Bankers	Human Resources	Pensions Staff holding QFA designation
Irish Institute of Pensions Managers	Human Resources	Senior Pensions Staff