

Guidelines for payment from Endowment/Benefaction Funds

Reimbursements

Payments will be made on submission of original receipts only. Please use the Benefactions Reimbursement form. See web link:

[Benefactions Reimbursement Form](#)

Invoices

Where possible please use the order system within college so that college is invoiced directly by the supplier.

Invoices should be addressed to “Trinity College”

Please send invoices for payment to Olive Keegan in the General Ledger Section of the Financial Services Division. An invoice authorisation slip should be attached with the name of the grant holder and the fund to be charged.

Please note that Trinity College has an obligation to self-account for VAT. This means that foreign invoices will have appropriate VAT added to the invoice amount when processing the payment (even though VAT does not appear on the invoice). See VAT for Suppliers web link for more details:

[VAT for Suppliers](#)

Salaries

When paying staff please use the Casual Payroll Claim form, see the web link below. Please also note that that employers PRSI and holiday pay will apply so allow approximately an extra 20% for funding. Please attach a note to the form stating “Olive Keegan to code” and also give the name of the grant holder and the fund name.

Please see the HR website under the heading (HR A to Z, go to C) for forms & further information.

<http://www.tcd.ie/hr/assets/pdf/eurocasualclaimform.pdf>

If you have further queries please contact Olive Keegan on Ext 8588, okeegan@tcd.ie, or trustfunds@tcd.ie