



# Quick Guide to Travel and Hospitality & Entertainment Expenses

Full policies can be found at [FSD Financial Policies webpage](#)



## Travel Policy

- Travel must be for university purposes
- Confirm if a per diem (daily allowance) rate exists for your destination before travel
- If you choose to submit receipt-based expenses, you can't exceed the per diem rate
- Supporting documentation is required even if claiming per diem (See Travel Policy details)
- Taxis, buses can be claimed with per diem
- Ensure form for University Travel Insurance Scheme is completed in advance of travel (See Travel Policy for link)
- Mileage can only be claimed from home or Trinity (whichever is closer)
- All overseas travel must be pre-approved in writing by the budget holder (excludes travel funded from a research account)

Normal travel and subsistence (to and from work) is not allowed to be claimed

- Independent travel insurance will not be reimbursed
- Appropriate motor insurance cover (including passengers and goods) is the individual's responsibility
- Any element of motor insurance or personal travel, including spouses/partners/family members accompanying staff abroad, will not be reimbursed

Expenses should be **wholly, necessary and exclusively** for the business of Trinity and within Revenue guidance and University policies



Approvers must **review and consider each claim** before approving



Always include a **valid business reason** to support your claim e.g. flight details, agenda, programme



## Basic Principles



Hospitality per-person limits, per diem and mileage rates are **not set by Trinity**



Be conscious of **sustainable travel and purchasing** of products and services



**Timely claims + accurate detail** = efficient reimbursement



## Hospitality & Entertainment Policy

- Itemised receipt essential (credit card slips are not accepted by auditors)
- Approval required by the Head of School/Area for all claims and anything >€500 should be pre-approved
- Check the per-person limit – currently dinner is €45, lunch is €33 (includes VAT, service charge, room hire, alcohol etc.)
- Judgement to be exercised for provision of alcohol at business meals and cannot exceed 1/3 of total bill
- If a gratuity is paid, it must be evidenced and only where no service charge is paid, up to max of 10% of total bill
- Include a guest list and relevant affiliations
- Expenses incurred in Dublin when Trinity employees discuss university business with other Trinity employees cannot be reimbursed

### Local currency and per diems

The financial system holds 17 currency exchange rates

- If we hold a rate for the currency, it will automatically convert the value to Euro in iExpenses
- If we don't hold a rate for the currency, please enter the EUR converted value on the receipted tab, attach a screenshot of the web-based currency converter as the receipt

