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)

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

Items are not set by Trinity

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

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

Basic Principles

- Be conscious of sustainable travel and purchasing of products and services
- Timely claims + accurate detail = efficient reimbursement

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

Timely claims

All information correct as at June 2023. This document is intended as a quick guide to Travel and Hospitality & Entertainment expenses, and for updates please refer to FSD website. Date issued: 28 June 2023