**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 for examples)
- Taxis, buses etc. can be claimed in addition to 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)

**Hospitality 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**

- 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
- Be conscious of **sustainable travel and purchasing** of products and services
- Hospitality per-person limits, per diem and mileage rates are **not set by Trinity**
- 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

All information correct as at March 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: 13 March 2023**