

1. Policy Summary

This policy deals with the UCD Conference Allowance. The purpose of the Conference Allowance is to allow staff to attend relevant conferences as part of their professional development and to assist in building sustainable networks in the interests of the University. The Conference Allowance is currently €1,400 for the two-year period 1st October, 2008 to 30th September, 2010.

2. Purpose of Policy & Definitions (Payment Conditions)

Unspent balances may not be carried over from one two-year period to the next. Payments from Conference Allowance may only be claimed through the Travel & Expenses System. Payments can only be issued to the holder of the conference allowance rather than to any creditor or third party. The conference allowance may be spent on academic conferences, meetings and symposia. It is not applicable to any non-travel related expenditure.

3. Scope of the Policy

The following are entitled to claim a Conference Allowance:

1. All academic staff from Assistant Lecturer to Professor.
2. All administrative staff of Grade A02 and above.
3. Part-time or temporary staff at the levels above, are entitled to claim Conference Allowance on a pro-rata basis.
4. Funded staff are not entitled to claim Conference Allowance, but may be awarded an equivalent allowance from the relevant fund.

The entitlement to a conference allowance is detailed on an individual's employment contract.

Staff who commence employment during a two year conference allowance period will be entitled to an allowance based on a pro rata basis.

4. Any other relevant information

Bursars website:

http://www.ucd.ie/bursar/travel_expenses.html#conference_allowance

Form:

<http://www.ucd.ie/bursar/downloads/forms/t1.pdf>

5. Review

It is recommended that this policy is reviewed every two years to tie in with the end of the end of the conference allowance, on a two yearly basis.