

Cumulative Kms claimed this year to date (1 Oct - 30 Sept) incl. this claim. Please tick (✓)

0 - 6437 kms	
6438 & Over kms	

**\*ALL SECTIONS AT TOP OF FORM MUST BE COMPLETED. PLEASE READ INFORMATION ON REVERSE SIDE.**

**FORM T1 (NOT TO BE USED FOR NON STAFF CLAIMS)  
UNIVERSITY COLLEGE DUBLIN: CLAIM FOR TRAVEL/SUBSISTENCE EXPENSES WITHIN IRELAND**

NAME: \_\_\_\_\_ UCD STAFF No: **P** \_\_\_\_\_ UCD EMAIL ADDRESS: \_\_\_\_\_

(FROM PAYROLL SLIP)

GRADE: \_\_\_\_\_ UCD ADDRESS: \_\_\_\_\_ UCD ADDRESS: \_\_\_\_\_ CAR REG. No: \_\_\_\_\_

PERIOD OF CLAIM: FROM \_\_\_\_\_ TO \_\_\_\_\_  
D D M M Y Y D D M M Y Y

MAKE AND MODEL OF CAR: \_\_\_\_\_  
ENGINE CAPACITY OF CAR (C.C.) \_\_\_\_\_  
P.T.O. for rates \_\_\_\_\_

SEE OVERLEAF FOR GUIDANCE ON T1 COMPLETION

IF SUBSISTENCE IS CLAIMED TIMES OF DEPARTURE & RETURN MUST BE GIVEN.		DEPARTURE AND DESTINATION POINTS		PURPOSE OF JOURNEY	MODE OF TRANSPORT	No. OF kms	KMS CLAIMED	SUBSISTENCE CLAIMED	SUBSISTENCE CALCULATION	RECEIPTED EXPENSES	TOTAL
Departure Date/Time	Return Date/Time	D D M M	D D M M			€	cent	€	cent	€	cent
____ Time	____ Time	____	____								
____ Time	____ Time	____	____								
____ Time	____ Time	____	____								
____ Time	____ Time	____	____								
____ Time	____ Time	____	____								
____ Time	____ Time	____	____								
<b>Total Kms</b>											

I acknowledge that the authority given to me to use my own motor vehicle on official business is subject to any relevant regulations or conditions in force from time to time and, in particular, to the condition that it is adequately insured\* for such business use and will continue to be insured by me for the purpose of the Road Traffic Act 1961. It is at present insured with the \_\_\_\_\_ and I undertake to notify the Bursar's Office of any change. I am aware that the University will accept no liability for any loss or damage resulting from the use of my motor vehicle on official University Business.

I certify that the expenses claimed on this form have been incurred by me on University business and are not payable by any other agency.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

BACKUP SUPPORTING CLAIM ATTACHED  
 RECEIPTS ATTACHED

**OVERALL TOTAL** € \_\_\_\_\_  
**LESS ADVANCE PAID** € \_\_\_\_\_  
**CLAIMED** € \_\_\_\_\_

**TICK RELEVANT CATEGORY AND COMPLETE CODES**

**COST CENTRE. EXPENSE CODE**

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

COST CENTRE BUDGET  
 D ACCOUNT  
 RESEARCH GRANT NUMBER  
 CONFERENCE ALLOWANCE: tick box only

**AUTHORISED:** \_\_\_\_\_  
**BLOCK CAPITALS:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_ **CHECKED:** \_\_\_\_\_

**Form T1** is to be used for expense claims where the travel/subsistence takes place **in Ireland**. Completed forms should be submitted to the Travel Expenses Section, Bursar's Office, Michael Tierney Building.

**Staff must detail their UCD staff number in the area provided. Form T1 should not be used by non-staff members who must use the Non-Staff Payment Request form.**

**Forms which are incomplete will be returned and payment delayed.**

Receipts for incidentals (taxis, course fees, etc.) must be submitted with the form. While credit card statements provide proof of payment, the actual detailed invoice or purchase voucher related to the credit card purchase should always be attached to the claim form.

**Evidence of attendance at courses, conferences, seminars etc. must be provided. When claiming mileage, evidence re: the purpose of the trip should be attached to the claim form.**

**Motor Insurance: Each staff member using his/her car on college business must confirm with their insurer that their policy provides sufficient cover for business use.** No element of insurance costs on privately owned motor vehicles can be reimbursed to staff.

**KILOMETRE RATES FOR CARS (up to 31 March 2017)**

Official Motor Travel in a Calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 6,437 kms	39.12 cent	46.25 cent	59.07 cent
6,438 kms and over	21.22 cent	23.62 cent	28.46 cent

**KILOMETRE RATES FOR CARS (From 1 April 2017)**

Official Motor Travel in a Calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1 (1 - 1500 km)	37.95 cent	39.86 cent	44.79 cent
Band 2 (1501 - 5,500 km)	70.00 cent	73.21 cent	83.53 cent
Band 3 (5,501 - 25,000 km)	27.55 cent	29.03 cent	32.21 cent
Band 4 (25,000 & over)	21.36 cent	22.23 cent	25.85 cent

**Irish Subsistence Rates (up to 31 March 2017)**

<b>Overnight rate</b>	First 14 nights: €125	Next 14 Nights: €112.50	Next 28 nights: €62.50
<b>Day Rates</b>	10 Hours + €33.61	5 to 10 Hours** €14.01	

**Irish Subsistence Rates (From 1 April 2017)**

<b>Overnight rate</b>	First 14 nights: €133.73	Next 14 Nights: €120.36	Next 28 nights: €66.87
<b>Day Rates</b>	10 Hours + €33.61	5 to 10 Hours** €14.01	

\*\*\* Not payable in cases where the distance from home/UCD is less than 8km.

**Subsistence rates in Ireland- Distance restrictions (Outlined in Revenue Information Leaflet IT54)**

With effect from 1 July 2015, an overnight allowance will not generally be paid in respect of a necessary absence on official business that is within 100kms of a staff member's home or place of work (whichever is the lesser). However, in exceptional circumstances and where a School/Unit is satisfied that an operational need exists, an overnight allowance may be paid for an absence on official business at any location within the above distance limits but in excess of 50kms of home/UCD (whichever is the lesser).

Staff are expected to travel by train when going to major cities within Ireland such as Cork, Belfast, Limerick, Waterford and Galway. Staff claiming mileage should attach **supporting documentation** providing evidence of the purpose of the journey.

Details of current rates of payment and rules governing travel/subsistence may be obtained from the UCD website [http://www.ucd.ie/bursar/travel\\_expenses.html](http://www.ucd.ie/bursar/travel_expenses.html) and should be checked prior to travel. Click **Administration - Bursar's Office - Procedures - Travel Expenses - Subsistence Rates Outside Ireland - Excel Download** or contact Ext: 1461 email: [expenses@ucd.ie](mailto:expenses@ucd.ie).

**STAFF SHOULD BE AWARE OF THE UNIVERSITY'S TRAVEL POLICY WHICH IS DETAILED IN TRAVEL POLICY.PDF AT <http://www.ucd.ie/bursar/policies.html>. THE SUBMISSION OF FALSE OR EXAGGERATED CLAIMS IS A SERIOUS MATTER AND MAY RESULT IN DISCIPLINARY ACTION BEING TAKEN BY THE UNIVERSITY. GUIDELINES IN RELATION TO THE PREPARATION OF EXPENSE CLAIMS ARE ALSO DETAILED ON THE WEBSITE.**

**MAY 2017**