

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

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

FORM T1

UNIVERSITY COLLEGE DUBLIN: CLAIM FOR TRAVEL/SUBSISTENCE EXPENSES WITHIN IRELAND

0 - 6437	kms	
6438 & Over	kms	

NAME: _____ UCD STAFF No: **P** LOCATION: _____
(FROM PAYROLL SLIP)

GRADE: _____ 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: _____

SEE OVERLEAF FOR GUIDANCE ON T1 COMPLETION ENGINE CAPACITY OF CAR (C.C.) _____
P.T.O. for rates

IF SUBSISTENCE IS CLAIMED TIMES OF DEPARTURE & RETURN MUST BE GIVEN.

LEFT		RETURNED		DESTINATION AND DEPARTURE POINT	PURPOSE OF JOURNEY	MODE OF TRANSPORT	No. OF kms	KMS CLAIMED		SUBSISTENCE CLAIMED		DESCRIPTION	RECEIPTED INCIDENTAL S (VOUCHED)		TOTAL	
D	D	M	M					cent	cent	cent	cent		cent	cent	cent	cent
_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
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_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
TOTALS																

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.

Signed: _____ Date: _____

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: _____

AUTHORISED: _____
BLOCK CAPITALS: _____
DATE: _____ CHECKED: _____

- COST CENTRE BUDGET
- D ACCOUNT
- RESEARCH GRANT NUMBER
- CONFERENCE ALLOWANCE: tick box only
- DISCRETIONARY ALLOWANCE tick box only
- OTHER - SPECIFY: _____

OVERALL TOTAL													
LESS ADVANCE PAID													
CLAIMED													

TICK RELEVANT CATEGORY AND COMPLETE CODES

COST CENTRE.		EXPENSE CODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Form T1 is to be used for every travel/subsistence claim **within Ireland** submitted to the Bursar's Office. Completed forms should be sent to Travel Expenses Section, Bursar's Office, Michael Tierney Building to reach there by Monday evening for payment that week. Supplies of blank forms are also available from this section.

All forms must include UCD staff number.

Forms which are incomplete will be returned and payment delayed.

Vouchers for incidentals (taxis, course fees, etc.) must be submitted with the form.

Evidence of attendance at courses, conferences, seminars etc. must be provided.

KILOMETRE RATES FOR CARS

Kms

Kilometre Bands	Engine Capacity up to 1,200cc	Engine Capacity 1,201cc to 1,500cc	Engine Capacity 1,501cc and over
Up to 6,437 kms	Cent 39.12	Cent 46.25	Cent 59.07
6,438 and over kms	21.22	23.62	28.46

Irish Subsistence Rates

24 Hours Bed + 3 Meals €108.99	10 Hours + €33.61	5 Hours + €13.91
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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.

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. The mileage rates payable to staff members include the cost of motor insurance and therefore no element of insurance costs on privately owned motor vehicles can be reimbursed to staff.

Details of current rates of payment and rules governing travel/subsistence may be obtained from the UCD Website. Click Administration - Bursar's Office - Procedures - Travel Expenses.

Any rates not on the web may be obtained from the Bursar's Office. (Travel Expenses Section, Ext: 1673/1377 email: expenses@ucd.ie)

STAFF SHOULD BE AWARE OF THE UNIVERSITY'S TRAVEL POLICY WHICH IS DETAILED AT WWW.UCD.IE/BURSAR/. 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.