Leave of Absence & Travel Expense Claim (Non Portal Users Only)

MTU — Ollscoil Teicneolaíochta na Mumhan — Munster Technological University

Form **T01.7** 14.09.21

TRIP ID:

ETR Ref:

Claimant Details

Staff / Student ID

Name _____

Address _____

_____

Motor Allowances *

		Estimated	Actual
Travelling From _____	Travelling To _____		
Make & Model _____	Engine Size (cc) _____		
Distance (Km) _____	Rate per Km * _____		

Event / Function (attach a copy of conference / seminar schedule where applicable)

Function _____

Location _____

Date of Function _____   Times of Function _____

Date Depart Home _____   Time Depart Home _____

Date Arrive Home _____   Time Arrive Home _____

Subsistence Allowances (covers accommodation and all meals)

			Estimated	Actual
Overnight (24 hours or over) _____	@ €	_____		
Conference (24 hours or over) _____	@ €	_____		
Full Day (over 10 hours) _____	@ €	_____		
Half Day (over 5 hours) _____	@ €			
Hotel Bill (only where specified as part of subsistence rate)				

Foreign Travel (where cost > €1,000 OR where more than one person travelling to event)

Please provide a brief justification for this expense include benefit to Institute.

_____

_____

_____

_____

Other Expenses (receipts must be attached)

	Estimated	Actual
Flights (as per ETR), Rail, Bus, Taxis, Parking, Tolls, Entry Fees etc. - Please specify		
_____		
_____		
_____		
_____		

Approval

Claimant _____   Date _____

Approved by _____   Date _____

Totals

	Less Advance (if applicable)	Estimated	Actual
Dept./Project Code _____	€	€	€

FOR OFFICE USE ONLY

Funds Check	Foreign Travel Approval	Processed	Payment Approved

Claimants should be familiar with the University's Travel & Expense Policy and the Travel & Expense Procedures & Regulations. Claimants should check the subsistence and travel allowances payable in advance.
All flights must be booked via the online ETR system.   All documents, claim forms and rates are available at http://finance.mtu.ie