

Personal Details

Title:	First Name:	Last Name:
Claimant No (if known)	Gender:	PRSI Class:
Are there any legal restrictions on your right to work in Ireland? <i>If yes please attach details (e.g. Work permit / Visa)</i>		
Are you currently remunerated from Irish Public funds?		Are you resident in the Republic of Ireland for tax purposes? *
Are you currently in receipt of, or have a future entitlement to an Irish Public Sector Pension?		Was the work conducted outside of the Republic of Ireland?
If all or any part of work was carried on outside the Republic Ireland, please state:	Total No. of Days Worked	No. of Days Work In Ireland:

Activity

Function or Activity: (mandatory)		
Start Date:	End Date:	Dept/Cost Centre:
Select Category:	Notified Fee: (where applicable)	€

Travel Expenses (where applicable)

Motor	Car Model & Engine Size:	
	Travel From:	Travel To:
	Distance in Km:	Rate:
Other	Air, Sea, Rail, Taxis Fares etc (please specify & attach receipts):	
Subsistence	Date & Time Left Home:	Date & Time Returned Home:
	Subsistence Calculation:	
	Overnight Accommodation incl. Meals Covering (24 Hours)	@
	Dinner & Lunch (Must be 10 Hours or over) OR.....	@
Lunch Only (Must be 5 Hours or over)	@	
Total Travel Expenses		€

Approved by: _____
Head of Dept / Budget Holder

Date:

Contact Details

First Name _____ Middle Name _____

Last Name _____

Address _____

_____ Eircode _____

Mobile Phone _____

Email Address _____

Student/Staff Number (if known) _____

Bank Account Details

Name on Account _____

Name of Bank _____

Address of Bank _____

BIC _____

IBAN

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Additional Information

This section does NOT apply to active employees changing bank details.

Nationality _____

Irish PPS No.*

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 PRSI Class * _____

Date of Birth

D	D	M	M	Y	Y	Y	Y
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 Gender _____

* Required for Payroll / Revenue

Authorisation

All payments made by the University to you, will be paid into the bank account specified above. If you wish to change your nominated bank accounts, you will need to complete a new form and present it in person with identification to your local Payroll & Expenses Office in Cork or Kerry

Account Holder _____
Date

Information for Claimants

Tax Residence

You're deemed to be resident in Ireland for tax purposes if you are in the country for a total of: (a) 183 days or more in a tax year or (b) 280 days or more in a tax year plus the previous tax year taken together, with a minimum of 30 days in each year. www.revenue.ie

Motor Travel Rates

RATES PER KM *		
Total Kilometres in a Calendar Year:	Up to 1,500 kilometres	From 1,501 kms to 5,500 kms
Engine Size up to 1,200cc	€ 0.4180	€ 0.7264
Engine Size between 1,201cc and 1,500cc and fully electric vehicles	€ 0.4340	€ 0.7918
Engine Size over 1,501cc	€ 0.5182	€ 0.9063

Reference: Circular Letter 16/2022 Effective Date: 1st September 2022

Please note the university only refunds the cost of a standard adult return rail fare for travel between Cork/Tralee & Dublin, due to the frequent service on this route: currently €66.40 / €68.00* respectively. Where a claimant opts to drive between Dublin & Cork/Tralee then the motor allowances are capped at the value of this fare plus any incidental travel costs.

* Correct at 10th March 2023

Subsistence Allowances

IRELAND - ALL PLACES	
EURO	
Overnight Rate - Period of 24 Hours	€ 205.53
Day Time Rate - Over 10 Hours	€ 46.17
Day Time Rate - Over 5 Hours	€ 19.25

Reference: Circular 04/2025 (DPE126/005/2015) Effective Date: 29th January 2025

The following rates apply to travel incurred up to and including 28th January 2025: Overnight €195.00, Day Time (10 Hour) €42.99 and Day Time (5 Hour) €17.92

Note: Overnight Rate subsistence allowance covers accommodation and 3 meals. The university does not reimburse the cost of meals and hotels directly, but provides a daily subsistence rate, which is dependent on the amount of time away from home, i.e. more than 5 hours, more than 10 hours or 24 hours – overnight. Overnight allowances are available for distances more than 100km from home