

## 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? If yes please attach details (e.g. Work permit / Visa)		
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?

## Activity

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

## Travel Expenses (where applicable)

<b>Motor</b>	Car Model & Engine Size:	
	Travel From:	Travel To:
	Distance in Km:	Rate:
<b>Other</b>	Air, Sea, Rail, Taxis Fares etc (please specify & attach receipts):	
<b>Subsistence</b>	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) .....	@	
<b>Total Travel Expenses</b>		€

Approved by: \_\_\_\_\_  
Head of Dept / Budget 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](http://www.revenue.ie)

## Motor Travel Rates

<b>RATES PER KM *</b>		
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	€ 0.3912	€ 0.7000
Engine Size between 1,201cc and 1,500cc	€ 0.3795	€ 0.7321
Engine Size over 1,501cc	€ 0.4479	€ 0.8353

Reference: Circular Letter 07/2017 Effective Date: 1<sup>st</sup> April 2017

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 €83.00 / €85.00\* 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 11<sup>th</sup> March 2022

## Subsistence Allowances

<b>IRELAND - ALL PLACES</b>	
<b>EURO</b>	
Overnight Rate - Period of 24 Hours	€ 147.00
Day Time Rate - Over 10 Hours	€ 39.08*
Day Time Rate - Over 5 Hours	€ 16.29*

Reference: Circular 23/2021 (DPE126/005/2015) Effective Date: 1st July 2019

Note: For travel prior to 1st December 2021, Day Rates were (10 Hours) €36.97 and (5 Hours) €15.61  
The overnight rate remains unchanged

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.