

Personal Details

<i>Title:</i>	<i>First Name:</i>	<i>Last Name:</i>
<i>Claimant No (if known)</i>	<i>Gender:</i>	<i>PRSI Class:</i>
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:	<i>Total No. of Days Worked</i>	<i>No. of Days Work In Ireland:</i>

Activity

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

Travel Expenses (where applicable)

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

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

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 24/07/2026

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

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.

Incoming Erasmus Staff

Incoming Erasmus Staff for short assignments, (minimum of 5 days excluding travel times) are employed and paid by their sending institution and are not paid additionally for any activities carried out in Ireland and do not require a work permit. Usual visa requirements will apply.

Please do not fill in any amount in the 'Notified Fee' box, but use the 'Travel Expense' section.

Incoming Erasmus Staff are paid:

- (a) A fixed distance-based travel allowance to cover traveling costs to and from Ireland. This is notified to the Claimant
- (b) A subsistence-based payment which may vary depending on programme/action
A list of current options is provided below

171 - Per Diem (Overnight rate)	€ 190.00