

NOTES ON REIMBURSEMENT OF EXPENSES

General:

- Reimbursement will be done only on the basis of original receipts for travel, meals and accommodation. It is essential to obtain an original receipts (and submit with your completed claim reimbursement form) for everything that you wish to claim for.
- We would strongly recommend that you keep a photocopy of the original receipts and claim form for your records.

Travel (defined as from your home city/country to and from Belfast):

All travel arrangements should be made by you. You will be required to pay for all your travel in the first instance and then submit a reimbursement claim form for all qualifying travel.

Please remember that a **maximum of €240** can be claimed for travel to and from Belfast.

For air/sea travel the original receipt from your travel agent together with the ticket stub(s) are required, alternatively if booked via the internet, a printout of the internet booking receipt can be used in place of a travel agents receipt. Submit these receipts with your reimbursement claim form.

For bus/coach or trains please submit the ticket(s) and for taxis please obtain a receipt from the driver to submit with your reimbursement claim form.

Subsistence (defined as accommodation, meals and local travel, e.g. to and from hotel to campus):

All booking of accommodation should be made directly by you – you can either stay in a hotel or stay on campus in student accommodation. Student accommodation should be booked with Mrs. Glenda Campbell (email: gr.campbell@ulster.ac.uk) of the Accommodation Reservations. See HyCourse website for further info (<http://www.engj.ulst.ac.uk/esshs/hycourse/index.php>). Keys will be passed to you upon arrival (you need to let Glenda know when you expected to be arriving on campus so that staff can be available to greet you). Please note that towels and bed linen will be supplied without charge. Please book accommodation whilst space is still available.

Please remember that a **maximum of €105 per course day** (i.e. only from Tuesday, 15th August through to Thursday, 24th August inclusive) can be claimed but as we are providing lunches and refreshments on all those days, except Sunday 20th August, we are deducting €29 per day for 9 days to cover these costs – therefore the total amount that you are able to claim is as follows:

	€	£
€105 x 10 course days	= €1050	
Less meals provided €29 x 9	= (€281)	
Subtotal	= €789 which converted to UK£	≈ £539
Less accommodation provided (e.g. £14 x 10 at student village)		= (£140)
Total in UK£ available for food, refreshments, local transport etc.		= £399

For your information the UK£ is currently worth about €1.46 but I will provide actual currency exchange rates for use in the calculations for your reimbursement claim form when you are here.

We will reimburse the cost of your stay at the Student Village only during the period of the summer school (15 – 24th August). If you stay outside the period of the summer school (15 – 24th August) we reclaim any extra costs for extended student accommodation from your reimbursement claim. This means that if you are staying for an extended period in student accommodation you will not have to pay upfront or after your stay. This is arranged in the way to reduce cash flows. Similarly if you are bringing a guest for lunch or to a social event or to the formal dinner in Belfast Castle we can deduct the cost against your reimbursement claim. Please advise me (with copy to cpdu@ulster.ac.uk) of any guests you are intending to bring to any social events, lunches or the formal dinner otherwise they will not be included in the catering arrangements!

Please note that alcohol can not be claimed for, please subtract from the supporting receipt prior to submitting for reimbursement.

Bus, coach and train tickets and receipts from taxis etc. are required so please remember to get and keep these to attach to your claim form.

Original receipts for meals or food bought in shops/supermarkets etc. should be obtained and kept as they will be needed to support your reimbursement claim.

AND NOW FOR THE REALLY IMPORTANT BIT:

Normally reimbursed expenses will be by transfer payment directly to your bank account so please ensure that you have your full details with you and that they are entered on the second page of the claim form. For prompt payment this information must be clearly readable (BLOCK CAPITALS), accurate and complete on the claim form.

Expense claims will normally be dealt with on the start of the last morning of the course so please ensure that you are fully prepared with the claim form completed plus all receipts, copy of air tickets etc. We can also accept claims after the end of the course, up to 15th September 2006, if that is more convenient for you. Please mail completed reimbursement claim form and ALL the original receipts to:

Robert P. Morley,
Manager – Hydrogen Safety Programme,
University of Ulster,
Faculty of Engineering,
FireSERT (Block 27),
Newtownabbey, Co. Antrim,
BT37 0QB
Northern Ireland, UK

Please have your full bank details available with you when you arrived here so reimbursement of your claim can be carried out swiftly by transfer directly to your bank – see data required on the attached sample form.

If you reside outside the EC and do not have a bank account please contact me as soon as possible so I can see how to resolve this problem on your behalf.

Anything else please contact me as below:

Robert P. Morley
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