

## NOTES ON REIMBURSEMENT OF EXPENSES – KEYNOTE SPEAKERS

### 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. No receipt means no reimbursement.
- We would strongly recommend that you keep a photocopy of your 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 generally a **maximum of €600** 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 Belfast to campus):

All booking of accommodation should be made directly by you – you can either stay in a hotel (expensive) or stay on Campus in student accommodation. On Campus accommodation should be booked with us (email: [rp.morley@ulster.ac.uk](mailto:rp.morley@ulster.ac.uk)). Keys will be passed to you upon arrival (you need to let us know when you expect 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 additional charge.** Please book your accommodation whilst space is still available – generally as a Keynote Speaker we will try to accommodate you in a 2-bedded flat in Dalriada, if you want to be in a 6-bedroom flat in the Courtyard with colleagues you need to let us know who they are and as soon as possible. Please remember that a **maximum subsistence of €140 per course day** (i.e. only from Monday, 30<sup>th</sup> July through to Wednesday, 8<sup>th</sup> August inclusive) can be claimed but as we are providing lunches and refreshments on all those days, except Sunday 5<sup>th</sup> 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:

|   | €        | £   |
|---|----------|---|
| €140 x 10 course days   | = €1,400 |   |
| Less meals provided €29 x 9   | = (€261) |   |
| Subtotal  | = €1139  | which converted to UK£ ≈ £775 (depending on rate of exchange) |
| Less accommodation provided (e.g. £30 x 10 at student village)      | = (£300) |   |
| Total in UK£ available for food, refreshments, local transport etc. |          | = £475  |

For your information the UK£ is currently worth about €1.47 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 accommodation on Campus only during the period of the Summer School (30 July – 8<sup>th</sup> August). If you stay outside the period of the summer school we will reclaim any extra costs for extended accommodation from your reimbursement claim. This means that if you are staying for an extended period on Campus you will not have to pay upfront or at the end of your stay.** This is arranged in the way to reduce cash flow. Similarly if you are bringing a guest for lunch or to a social event or to the formal dinner we can deduct the cost against your reimbursement claim. Please advise me 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 and/or travel arrangements! Likewise there are limited accommodation places for partners but these are few and cannot be guaranteed as Participants get first priority – you need to advise me early on.

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. No receipts means no reimbursement! Parking on Campus is not reimbursable (University policy).

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. Reimbursement for food, meals etc. will only be accepted for course dates, so a meal on route to/from the course (say at the airport) is not reimbursable.

Subsistence means meals, food, refreshments (but not alcoholic ones!), local travel but does NOT include sightseeing tours, newspapers or books, gifts for self or family, CDs or DVDs, postcards or postage, entertainment, clothes and similar.

Travel and subsistence can only be claimed by the Keynote Speaker for the Keynote Speaker and certainly does not include partners, children, friends etc.

**Please note that for our ease and speedy processing of your claims you must staple all original receipts to A4 sheets (single sided only please) in same categories, being –**

**Inward/Outward travel, Accommodation (if not on Campus), Local travel, Meals, Other purchases of food/refreshments - all preferably stapled in ascending date order.**

#### **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. Many claims were delayed last year with unreadable data.**

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 10<sup>th</sup> September 2007, 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,  
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  
Manager – Hydrogen Safety Programme

University of Ulster  
Faculty of Engineering  
Newtownabbey, Co. Antrim, BT37 0QB  
Northern Ireland, UK

Tel. +44 (0)28 903 68222  
Fax +44 (0)28 903 68726  
E-mail: [rp.morley@ulster.ac.uk](mailto:rp.morley@ulster.ac.uk)