

## 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 original receipt means no reimbursement.
- We would strongly recommend that you keep a photocopy of your original receipts and claim form for your records.
- Complete all claims in **BLOCK CAPITALS** or type (only using **CAPITALS** where required) throughout the form (except signature) please.

### 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 (very expensive) or stay on Campus in the new accommodation. On Campus accommodation should be booked with us (email: [ESSHS@ulster.ac.uk](mailto:ESSHS@ulster.ac.uk)). Keys/swipe cards 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 Delegate we will try to accommodate you in a new single-bedded room with en-suite facilities. Please remember that a **maximum subsistence of €140 per course day** (i.e. only from Monday, 21<sup>st</sup> through to Wednesday, 30<sup>th</sup> July inclusive) can be claimed but as we are providing lunches and refreshments on all those days, except Sunday 27<sup>th</sup> July, 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	= €1,139	which converted to UK£ ≈ £879 (@ £1 = €1.269995 rate of exchange)
Less accommodation provided (e.g. £35.00 x 10 at student village)		= (£350)
Total in UK£ available for food, refreshments, local transport etc.		= £547

For your information the UK£ is currently worth about €1.27 but I will provide actual currency exchange rates for use in the calculations for your reimbursement claim form when you are here on the last day and on our web page.

**We will reimburse the cost of your accommodation on Campus only during the period of the Summer School (21-30 July). If you stay outside the period of the summer school you are liable for the extra cost and we will reclaim any extra for this 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 so as 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 us 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 (normally at same cost but on a first come – first served allocation basis - no sharing of single rooms is permissible) and these may be limited and cannot be guaranteed as Participants get first priority, then partners of Participants – therefore you need to advise us early on (strongly suggest that you email: [ESSHS@ulster.ac.uk](mailto:ESSHS@ulster.ac.uk)) to ensure availability and allocation.

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

Original bus, coach and train tickets and receipts from taxis etc. are required so please remember to request these and keep these to attach to your claim form. No receipts means no reimbursement! Parking on Campus is not reimbursable (University policy), neither is long term airport parking or similar.

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, boxes of chocolates, CDs or DVDs, postcards or postage, entertainment, clothes and similar.

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

**Please note that for our ease and speedy processing of your claims you must staple (NOT glue, tape, pin, etc.) all original receipts to the A4 pink coloured sheets, as provided, single sided only please, sorted in the same categories, being – Inward/Outward travel, Accommodation (if not on Campus), Local travel, Meals (including other purchases of food/refreshments) - all in ascending date order. If you have pay for a taxi or meal shared by other EC-Funded Delegates you will need record their names on the receipt and make a declaration that you have either paid total amount or state amount if only claiming for reimbursement of part of the costs. Remember to STAPLE receipts, not glued or taped, to one side only of the PINK sheets in categories, as above, and in ascending date order.**

#### **AND NOW FOR THE REALLY IMPORTANT BIT:**

Normally reimbursed expenses will be by transfer payment directly to your nominated bank account so please ensure that you have the full and correct bank details and that they are entered on the second page of the claim form. For prompt payment this information must be clearly readable (BLOCK CAPITALS if not typed in), accurate and complete on the claim form. Many claims have been delayed in previous years because of unreadable and/or incorrect information (some taking months to resolve and remember that banks will charge for each transfer attempt (around £20 / €25 / \$40 and hence this can reduce your reimbursement amount). You may nominate a bank account that is not your own personal account – e.g. Organisation's bank account or a third person's bank account – I would strongly recommend that you get the bank to provide the required IBAN / SWIFT details in writing to you and staple a copy to your claim.

Unused Travel allowance cannot be used to offset any Subsistence overspend or vice versa. If you do overspend on an EC allowance you can:

1. submit a claim and receipts that totals closely to the allowance limits, claiming balance from your Organisation (subject to their agreement), we will then pay up to the allowance or to total receipts, whichever is the lowest amount.
2. Get your organisation to agree to pay for the overspend, they make a copy the original receipt – we still have to have the original receipt - and send claim and supporting original receipts to us as per normal, we will then pay up to the maximum allowance.
3. we can confirm to your organisations the value of your total receipts but only repaid part - £xxx
4. Where you stayed extra nights (over the maximum of 10 nights), we are happy to send a receipt to you/your organisation for those extra nights in order that they reimburse your extra costs – for this please add an sheet to your claim with details - your name, email address, dates of extra nights (and organisation name and an email address, contact etc.) if you want us to send directly to your organisation. We will then send an email with attachment of the required receipt to print out.

Expense claims can be dealt with on the start of the last morning of the course (but as you will not have your outbound boarding pass or ticket, bus/taxi fare, etc. this will limit your claim considerably) so we recommend that you submit only after returning home. We are unable to accept your receipts without the completed reimbursement form. We can accept claims after the end of the course, up to 15<sup>th</sup> September 2008, if that is more convenient for you. Please mail completed reimbursement claim form and ALL the original receipts to:

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