

Name :

Email Address:

Address :

Transaction Number:

1. **Expenses** These relate to non travel and subsistence expenses incurred. Examples include books, subscriptions, entertainment, etc. In the case of entertainment expenses please give a detailed reason for same and a list of attendees.
2. **Travelling** (a) Public transport should be used where possible e.g. those who use cars on the Cork/Dublin run will be paid public transport equivalents
 (b) Car Allowance: Details of mileage rates are available on the Finance Office Website @ <http://secretary.ucc.ie/finance/accounts>
3. **Subsistence** Subsistence rates are available on the Finance Office Website: <http://www.ucc.ie/en/financeoffice/Accounts> The exact time of departure and return should be stated below

Travelling Expenses

Subsistence

<u>Date</u>	<u>Destination</u>	<u>Reason for Claim</u>	<u>Expense</u>			<u>Public Transport</u>				<u>Subsistence</u>		<u>Allowances</u>		<u>Total</u>	
			€	c	Miles	c.c. of Car	Rate ¹	€	c	€	c	Departure Time	Return Time	€	c

¹ The Mileage Rates will be accessible on <http://www.ucc.ie/en/media/TravelSubsistenceRates2009.pdf>

Total Claim:

Less Travel Advance:

Amount Due:

Signature of Claimant :

Receipts Attached :

Coded:

Rates Checked:

Signature of Authoriser*:

Authorised :

Converted to:

Accountant:

Account Code: 4195

Cost Centre :

Project Code:

* Head of Cost Centre/Discipline/School/College/VP/Bursar/President/Principal Investigator or their nominee.