

Research Accounts

Research Student Claims & Purchases

DIT has set procedures and requirements for submitting claims in accordance with accounting and auditing standards of the organisation and external funders.

Forms

All standard DIT Claim Forms are available on the DIT Website:

<http://www.dit.ie/intranet/finance/researchdevelopmentaccounting/>

Travel Claim Form

This is to be used for all travel claims (advance, balance or full).

Petty Cash Claim Form

Petty cash payments may be made for individual amounts up to €125. Any requests in excess of this amount must be reclaimed by cheque requisition.

Cheque Requisition Form

This is to be used when requesting a direct payment to a company.

Making a Claim

Travel Claims

A Travel Claim should be submitted for all travel relating to research eg travel to a conference or workshop.

- An **Advance** claim (80% of the total claim) should be submitted at least four weeks prior to date of travel.
- A **Balance** claim should be submitted within one month of date of return.
- In the event that the decision to attend a conference is taken close to the actual date of travel a full claim should be submitted on return but it is preferable that an advance and balance claim is made.

What to include when submitting a travel claim

Advance Claim:

If you are requesting an Advance claim for attending a conference or workshop the following must be included in your claim:

- An invitation email or letter if you are invited to visit a location or college as part of your research
- Confirmation of the conference date and venue
- Confirmation of your acceptance / registration
- Confirmation of registration cost and what it includes
- If flying, confirmation of flight dates, times and cost
- Confirmation of train or bus costs
- Correct Subsistence Rates for the area you are travelling to must be used. If accommodation costs are required for a subsistence claim then a quotation must be included

- The receipt for a Travel Visa if required
- Poster receipt if relevant

Balance Claim:

When submitting a Balance claim please resubmit your original claim and all back up documentation. All **original** receipts must be submitted at this time. This includes receipts for trains, taxis, buses etc. and accommodation and food receipts if necessary. E tickets for plane travel will be accepted. When submitting claim form deduct advance from total claim to find balance due.

Calculating Subsistence Rates

Subsistence Rates are available on the DIT Website.

<http://www.dit.ie/intranet/finance/bankingandsupplierpayments/>

Please check the correct rate before you submit your claim. Rates are calculated from the time of arrival at the location to the time of departure for your return journey. Student Subsistence Rates are 'B' rates or 90% of 'A' rates if using the World Wide Rates.

Use of Private Car

Travel by private car is not usually allowed. Public transport should be used where possible. If no suitable public transport is available (eg if travel is to a remote area) then prior approval to use private transport must be obtained from the Graduate Research Office and your supervisor.

Using a Nominated Travel Agent to Organise your Flight

DIT has a number of nominated Travel Agents who can arrange travel plans. Details of these can be found on the DIT Website.

<http://intranet.dit.ie/finance/purchasing/purchasing.html>

If you choose to use this method to arrange your travel you must complete a Standard Requisition Form. These are available from your local accounts office. Flights booked using this method are paid in full in advance. Booking your travel this way means you do not have to use your own money first and wait for reimbursement but there is usually a service charge added by the travel agent. An example of how to complete a Standard Requisition form correctly is available on the procurement website (see link above).

Travel Insurance

Refer to DIT's Insurance arrangements, if you wish to arrange further personal insurance it will be at your own expense.

Conference Fees

Conference fee costs are usually included in your travel claim but can be paid directly to the conference organisers if requested. Please submit a Cheque Requisition Form made payable to the conference organisers with the invoice attached. Payment can also be made by Bank Transfer once all bank details are provided. Fees paid directly are paid in full.

Other Claims

Other claims can be made from your research funds although there are some expenses that are not allowed and some that are not refundable. Expenses cannot be used to fund the purchase of computers/laptops or general office stationary. The cost of thesis printing/proof-reading is not refundable. Subsistence cannot be claimed for attendance at any conferences held in Dublin. The following items are an allowable expense:

- **Books**
Books relevant to your research can be purchased if they are not available in any of the DIT libraries. When submitting the claim for reimbursement a letter from your supervisor must state this.
- **Inter Library Loans**
You can complete an Inter Library Loan Voucher in each college library. Information on this will be available from your college library. Quote your Account code and you will receive a book of vouchers that will allow you ten Inter Library book loans, the cost is then deducted from your Research Account.
- **Research Materials**
Research materials (eg chemicals) can either be bought using a purchase order if using a nominated supplier (which is preferable) or by buying first and then seeking a refund using a cheque requisition form.

Purchase /Service Orders

Purchase orders can be used to buy research materials directly from suppliers on the DIT Supplier List. A list of nominated suppliers can be found on the DIT Website.

<http://intranet.dit.ie/finance/purchasing/purchasing.html>

The minimum value for a purchase/service order is €50. Standard Requisition Forms needed to generate purchase/service orders can be found in your local accounts office. All submitted purchase/service orders must be accompanied by a quote from the company. This quote must also show any relevant VAT and delivery charges. Any orders not accompanied by an official quote will be returned. Once a purchase/service number is drawn up the original will be sent to the supplier and a copy will be sent to you. It is your responsibility to ensure that the delivery details are correct and that you get a Goods Received Note done when you receive the goods. This will be done in your local college by the Goods Received Officer and is necessary in order for the company to be paid.

Signatures

All claims, whether for travel, research materials or purchase/service orders need to be signed by your supervisor. Any claims received without the correct signature will be returned.

Processing Claims & Requisition Forms

Send **all** completed claims & requisition forms, along with all relevant **original** receipts and quotes, to Helen Jones. These are then processed and forwarded to DIT Banking Department. When your cheque is generated by the Banking Department you will be contacted by email to determine where it is to be sent. It is preferred that a home address is given, not a college address.

Contact Details

Helen Jones
Research Accounts
Rathmines House
DIT 143 – 149 Rathmines Rd
Rathmines
Dublin 6

Tel: 01 402 7512

Email: helen.jones@dit.ie