



Trinity College Dublin

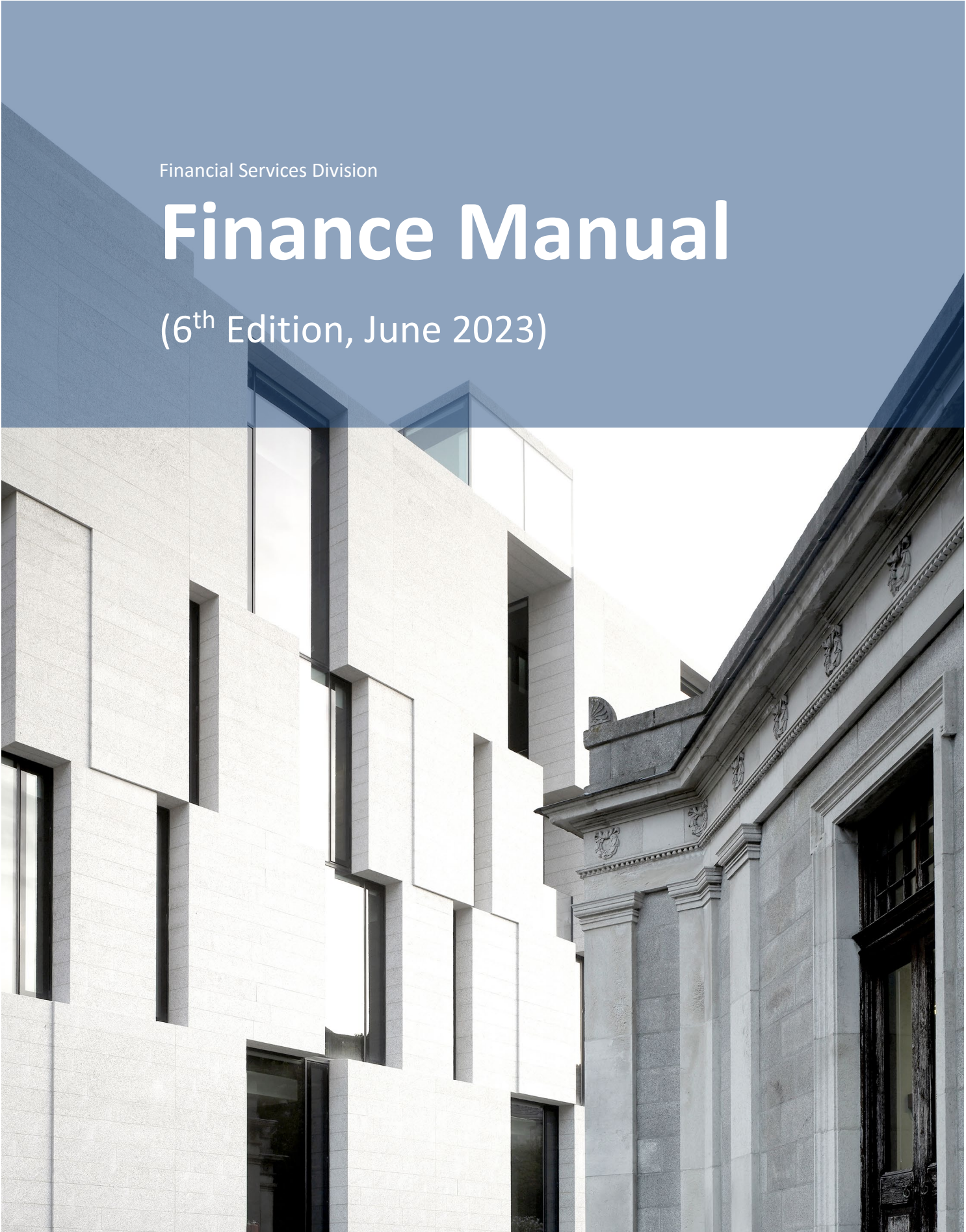
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Financial Services Division

Finance Manual

(6th Edition, June 2023)





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1. Financial Regulations

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Section	Heading	Key Message	Supporting Detail
1.1	Responsibilities & Financial Control	Trinity's financial regulations and policies are aligned to legislative obligations and best practice.	<ul style="list-style-type: none"> The Financial Regulations of Trinity College Dublin, the University of Dublin, are approved by Board and the associated policies and procedures are in line with both legislative obligations and best practice. The regulations aim to ensure the proper use of Trinity's financial resources and satisfy Trinity's requirement for accountability, internal control and the management of financial risk.
1.2	Key Roles & Responsibilities		<ul style="list-style-type: none"> Further information on the financial roles and responsibilities is available in the document Financial Roles & Responsibilities of Heads of Faculties, Divisions, Research Centres, Schools and Units on the FSD Website
1.2.1	Accounting Officer	The Provost is Trinity's Accounting Officer Under the Universities Act, 1997.	<ul style="list-style-type: none"> Under the Universities Act, 1997 the Provost is the Accounting Officer responsible for evidencing the validity, value for money and probity of all University expenditure within the constraints and conditions of funding received by Trinity College Dublin, the University of Dublin, through the operation of an effective and efficient control environment.
1.2.2	CFO/Financial Services Division	The role of CFO is defined by University Statute.	<ul style="list-style-type: none"> The role of the Chief Financial Officer (CFO) is laid out in the University's Statutes. It states that 'Board shall appoint a Treasurer, who shall contribute to financial planning for College and shall be responsible for developing and implementing related operations and procedures'. Trinity Statutes
1.2.3	Faculty Deans/Chief Officers/Office Holders	<p>Obligations and financial responsibilities of the Accounting Officer are devolved to the Faculty Deans and Chief Officers.</p> <p>The Faculty Deans and Chief Officers are accountable to Board for all financial matters, even where they have devolved all or part of their financial responsibilities to other Office Holders.</p>	<ul style="list-style-type: none"> To support the Provost in fulfilling their obligations as Accounting Officer, the responsibilities as set out in the legislation have been devolved to the Faculty Deans and Chief Officers who have overall responsibility for their Faculty/Division and each School/TRI/Area/Unit under their remit. They are accountable to Board through Finance Committee for all financial matters for areas under their remit. Overall budgetary authority, and responsibility for the totality of Faculty/Divisional budgets* also rests with Faculty Deans/ Chief Officers. A Faculty Dean/Chief Officer may, at their discretion, devolve all or part of their financial responsibility to the Heads of School/Area/Directors of TRI or other Office Holder(s). Final accountability and responsibility shall remain with the Faculty Dean/Chief Officer however. It will be necessary for each Office Holder (on behalf of the Faculty Dean/Chief Officer) to provide information and explanations to the CFO/FSD to enable the Finance Committee to consider and review the financial position of each area. <p><small>*budgets include research and self-financing activities along with the budgets of Research Institutes and Centres housed within the Faculties</small></p>

Section	Heading	Key Message	Supporting Detail																		
1.3	Authorisation Limits for Approval of Expenditure		For the purposes of approval of expenditure on Oracle, Office Holders are classified as “Approvers”																		
1.3.1	Office Holders	Purchase orders may only be approved by Office Holders (authorised signatories).	<ul style="list-style-type: none"> An agreed list of Office Holders/Approvers is set up in Oracle Purchase Orders (PO) should be approved in Oracle by an Office Holder/Approver at the appropriate level Trinity policy has determined the appropriate levels of approval outlined below and as per the Procurement Policy and Procedure manual All amounts are exclusive of VAT. <table border="1"> <thead> <tr> <th>Expenditure Level (excl. VAT)</th> <th>Level</th> <th>Required Approver</th> </tr> </thead> <tbody> <tr> <td>Up to €1,000</td> <td>1</td> <td>Head of School/Admin Area/TRI Director nominee</td> </tr> <tr> <td>Up to €5,000</td> <td>2</td> <td>Head of School/Admin Area/ TRI Director nominee</td> </tr> <tr> <td>Up to €12,500</td> <td>3</td> <td>Head of School/Admin Area/TRI Director nominee</td> </tr> <tr> <td>Above €12,500 less than €150,000</td> <td>4</td> <td>Head of School/Admin Area/TRI Director & Faculty Dean/Chief Officer</td> </tr> <tr> <td>Above €150,000</td> <td>5</td> <td>Faculty Dean/Chief Officer</td> </tr> </tbody> </table>	Expenditure Level (excl. VAT)	Level	Required Approver	Up to €1,000	1	Head of School/Admin Area/TRI Director nominee	Up to €5,000	2	Head of School/Admin Area/ TRI Director nominee	Up to €12,500	3	Head of School/Admin Area/TRI Director nominee	Above €12,500 less than €150,000	4	Head of School/Admin Area/TRI Director & Faculty Dean/Chief Officer	Above €150,000	5	Faculty Dean/Chief Officer
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1.4	Control Exception Report	A bi-annual Control Exception Report (CER) highlights procedural breakdowns and assists the Finance Committee in determining the effectiveness of University-wide financial controls.	<ul style="list-style-type: none"> The Control Exception Report (CER) is produced twice a year in May and November. The report highlights procedural breakdowns and, through this process, assists the Finance Committee to determine the effectiveness of Trinity wide financial controls, with agreed remedial actions also outlined. The purpose of the report is not to apportion blame but to set out the facts so that Trinity can learn and benefit through such mistakes and prevent them recurring. In addition to significant one-off breaches of procedure, the top recurring items in the CER fall under the following headings/categories: <ul style="list-style-type: none"> Non-tendered contracts Unpaid (older) invoices due to unresolved supplier issues Staff requesting to be set up as suppliers (in breach of Code of Governance) Expense claims not compliant with University policies 																		

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Section	Heading	Key Message	Supporting Detail
1.5	Audits	<p>Trinity finances are subject to regular audit by external auditors, the Comptroller & Auditor General as well as Trinity's Internal Audit.</p>	<ul style="list-style-type: none"> • Trinity finances are subject to regular audit from Trinity external auditors, Comptroller & Auditor General (C&AG), external funders as well as Trinity's Internal Audit. • FSD co-ordinates all audits but additional information may be requested from the Schools/TRI/Admin/Support areas to provide an explanation to auditors. It is the responsibility of each area to comply with audit requirements and be available for audit at any time. • The Control Exception Report (see Section 1.4) will pick up all issues arising from external audit reports, so that senior Trinity personnel can be made aware of all financial risks and control issues facing the University.

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2. Income

Section	Heading	Key Message	Supporting Detail
2.1.1	Goods & Services Supplied to Third Parties	Adequate documentation of any contract relating to the supply of goods/services by the University to a third party must be maintained.	<ul style="list-style-type: none"> • Budget holders should ensure that adequate documentation exists when a contract is made for the supply of goods/services to a third party. • This documentation will usually involve raising a sales invoice (Section 2.1.3); however, there are exceptions in the case of Catering, Library Shop and other areas where systems are in place to facilitate cash and/or credit card collection. • In some situations, a payment in advance may be requested however, in general, most business conducted with third parties will be in the form of a credit sale and, normally, Trinity will not receive payment until after the goods and services have been provided and the invoice issued. • To mitigate the risk of non-payment of a credit sale, it is important that care is taken when initiating any credit sale transaction, in particular with new customers (Section 2.1.2 refers).
2.1.2	Sales of Goods & Services	Those involved in providing goods and services on behalf of the University (and initiating invoices) must ensure payment is received promptly.	<ul style="list-style-type: none"> • A credit sale means payment for the goods or services provided by the University is not received until after goods and services have been provided. • Prior to supplying goods and services (and initiating invoices) it is important that precautions are taken in advance to ensure payment is received promptly and without issue. Providers of goods or services to third parties should: <ul style="list-style-type: none"> • Search in Oracle to see if the customer is already set up. • If the customer is not already set up, click “create new customer” in Oracle. • A New Customer Credit Application Form must be completed and can be found here Accounts Receivable Forms • New customers must be approved by Accounts Receivable before invoices can be issued. • Raise an invoice in Oracle immediately (See Section 2.1.3). • Insist on pre-payment for customers who have proved to be slow or difficult payers in the past. • Ensure invoice details are correct and sufficient, including recipient’s name. • PO numbers supplied by customers must be on invoices - Public Sector bodies do not pay without one. • Contact the Accounts Receivable section at ACCSRECV@tcd.ie immediately if you become aware that an invoice will not be paid on time (e.g. if the customer is disputing the invoice in any way).

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Section	Heading	Key Message	Supporting Detail
2.1.3	Raising Sales Invoices	<p>Accounts Receivable Self Service is available to areas who regularly invoice for goods and services.</p> <p>An invoice is centrally issued by Accounts Receivable and e-mailed to the customer based on information entered directly into Oracle.</p> <p>If an area doesn't have access to Oracle they should complete an invoice request form.</p>	<ul style="list-style-type: none"> Accounts Receivable Self Service has been rolled out across Trinity to areas that regularly invoice for goods and services. Information is entered into Oracle by the invoicing area and an invoice is centrally issued by Accounts Receivable on a standard template and e-mailed to the customer. However, if an area doesn't have access to Oracle and needs to issue an invoice for goods/services rendered they should complete an invoice request form (Accounts Receivable Forms) and e-mail it to: accsrecv@tcd.ie An invoice should be raised when payment is due, and this is normally when goods and services are dispatched/delivered. To ensure that payment issues can be identified early, raising of invoices should not be deferred to the end of a month/quarter/term. If there is a separate written contract (e.g. deliverables of a research project) the invoice should be generated according to the terms of the contract. Income will be disbursed to the departmental account of the invoicing area when the invoice is raised even though the cash has not yet been received by Trinity. Please ensure any aged debts are followed up promptly (see 2.1.5). Please see Section 2.3 for further details on raising sales invoices.
2.1.4	Raising a Credit Note	<p>An invoice generated in Oracle can only be cancelled by issuing a credit note.</p>	<ul style="list-style-type: none"> Once an invoice has been generated on Oracle, it can only be cancelled by issuing a Credit Note. A Credit Memo request should be raised in Oracle by the issuing area, contain the same details as an invoice and reference the invoice number that it is being credited against. Once approved, Credit Notes are issued centrally by Accounts Receivable and e-mailed to the customer.
2.1.5	Credit Management	<p>Trinity must receive timely payment for goods and services provided – a monthly Aged Debt report identifies outstanding payments, which must be followed up by the area issuing the invoice.</p>	<ul style="list-style-type: none"> Trinity must receive payment due for all goods and services supplied and invoices are due for payment in full within 30 days of the date of the issue date. The Accounts Receivable section works to ensure that all money owed to Trinity is collected on time, and to assist in this, a monthly Aged Debt report is issued to all areas, which identifies outstanding payments against sales invoices. Each area must check this report and follow up directly with customers who have not yet paid. No further goods or services should be provided to a customer who has substantial overdue payments. There is also a real time enquiry function in Oracle where an area can enquire on an invoice or a customer account to check if payment has been paid. FSD highlights and follows up with areas where a debt exceeds 90 days.

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Section	Heading	Key Message	Supporting Detail								
2.2	Bad Debts	<p>Overdue debts may be “written off” only in the instance where all avenues to recoup the debt are exhausted.</p> <p>Sign-off by an authorised signatory at a level appropriate to the debt value is required.</p>	<ul style="list-style-type: none"> FSD is responsible for ensuring debts due to Trinity are collected and will follow a formal Debt Escalation Procedure to deal with overdue debts. The source area will be advised to provide for the debt against their income code: <ul style="list-style-type: none"> Statements Issued to Debtor - by 3rd working day of the following month. An Aged Debts Analysis is sent to each source area. Once all avenues have been exhausted, the source area will be advised to provide for the (bad) debt against their income code. Authority levels for bad debt/invoice “write-off” are as follows <table border="1"> <thead> <tr> <th>Value</th> <th>Authorised Signatory</th> </tr> </thead> <tbody> <tr> <td>Up to €12,500</td> <td>Admin Officer/PI</td> </tr> <tr> <td>Above €12,500 less than €150,000</td> <td>Head of School/ Admin Area/ Director of TRI</td> </tr> <tr> <td>Above €150,000</td> <td>Head of School/Admin Area/ Director of TRI and Faculty Dean/Chief Officer</td> </tr> </tbody> </table> Please note that the person signing the “write-off” cannot be the same person who raised the invoice/debt. “Bad Debt Write off Form” is available at Accounts Receivable Forms 	Value	Authorised Signatory	Up to €12,500	Admin Officer/PI	Above €12,500 less than €150,000	Head of School/ Admin Area/ Director of TRI	Above €150,000	Head of School/Admin Area/ Director of TRI and Faculty Dean/Chief Officer
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2.3	Income Subject to VAT										
2.3.1	Vatable Activity (see Section 7.2 also)	<p>The issuing area is responsible for ensuring the correct rate of VAT is charged on invoices raised.</p> <p>Selecting the correct “sales description” in Oracle will ensure the correct default VAT rate is applied.</p>	<ul style="list-style-type: none"> When raising an invoice in Oracle it is important to select the correct “sales description” as each sales description has the correct default VAT rate attached. The issuing area must ensure that the correct rate of VAT is charged on each invoice raised. Many of the activities/supplies made by Trinity fall within the scope of the VAT-exemption for education, however other activities are clearly not educational or ancillary to education, but of a commercial nature i.e. consultancy type services. A number of potentially Vatable activities have been identified throughout Trinity and details are available at the following link: General VAT Principles Please note that this list is not exhaustive. 								

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Section	Heading	Key Message	Supporting Detail
2.3.2	VAT Section 56 authorisation (previously VAT 13B): VAT supplies at 0% to certain customers	<p>Section 56 authorisation allows a person/company to have most goods and services supplied at the 0% VAT rate.</p> <p>Where applicable, a customer's record in Oracle will hold their Section 56 authorisation details and overwrites the VAT rule attached to the "sales description".</p>	<ul style="list-style-type: none"> • The scheme provides that a person/company who holds Section 56 authorisation can have most goods and services supplied to them at the zero rate of VAT. • The zero rating does not apply to the supply of goods or services which normally would not be VAT-deductible (i.e. food, drink, accommodation, entertainment and other personal services, petrol, car hire etc.). • The customer's record in Oracle holds the Section 56 authorisation details with an end date linked to the authorisation form. • This overwrites the VAT rule attached to the "sales description" (see Section 2.3.1) and applies 0% VAT once the invoice has been centrally approved. • Issuing areas may view issued invoices to check if 0% VAT was applied. • The authorisation number quoted on the Section 56 authorisation form is quoted on each of the associated invoices. • When requesting new customer accounts (see Section 2.1.2) it is important to forward a copy of the Section 56 authorisation form to Accounts Receivable (ACCSRECV@tcd.ie) so the customer account can be set up correctly.
2.3.3	Reverse Charge	<p>The EU VAT number of customers in EU member countries must be recorded in Oracle at the account set-up stage to avoid charging VAT on the invoices.</p> <p>This will overwrite the default VAT rule attached to the "sales description".</p>	<ul style="list-style-type: none"> • It is essential to record the EU VAT number of customers in EU member countries at the account set-up stage in Oracle to avoid charging VAT on invoices (see Section 2.1.2) • This will overwrite the VAT rule attached to the "sales description" (see Section 2.3.1) and applies 0% VAT once the invoice has been centrally approved. • The issuing area may view invoices when they are issued to check if 0% VAT was applied. The invoice will also include the narrative "reverse charge applies". • These invoices are reported to the Revenue on a quarterly basis in the VAT Information Exchange System (VIES) return submitted by FSD. • When requesting new customer accounts be set up (see Section 2.1.2) it is important to send the EU VAT number to FSD so that the customer account can be set up correctly. • Further information on Income and Accounts Receivable is available at the following link: Accounts Receivable
2.3.4	Trinity College Dublin's Tax Clearance Certificate	An up-to-date Tax Clearance Certificate can be accessed through the Revenue Online Service portal.	<ul style="list-style-type: none"> • Trinity's Tax Clearance Certificate can be accessed through the Revenue Online Service or ROS portal https://www.ros.ie using our Vat Number IE2200007U and Access Number 657252. This is a 'live' system that provides verification of Trinity's up-to-date tax clearance status.

3. Expenditure

Section	Heading	Key Message	Supporting Detail
3.1	Ordering and Contracts for Goods and Services		
3.1.1	Purchasing Responsibility Overview	In utilising their budget allocation, Office Holders must abide by procurement policies/procedures and ensure integrity of expenditure.	<ul style="list-style-type: none"> Office Holders have the authority to utilise their budget allocation in adherence with the Procurement Policies and Procedures, relevant EU directives and the Public Procurement Guidelines. They are responsible for the integrity of transactions and for ensuring expenditure is kept within the allocated budget. Each Officer Holder can nominate staff members from their area to be responsible for all aspects of purchasing within that area. Detailed purchasing procedures can be found at the following link: Procurement policies & procedures
3.1.2	Preferred Suppliers	<p>Where preferred suppliers exist for goods or services in any category, they must be used.</p> <p>Engage directly with the Procurement Office regarding any exceptional circumstances.</p>	<ul style="list-style-type: none"> Where preferred suppliers exist for goods or services (in any category), the Office Holder or their nominee shall place orders for such goods or services with that supplier only. All preferred suppliers are listed in iProcurement, and purchasing of consumables is catalogue based. All catalogues are loaded into iProcurement. In the case of contracts where several preferred suppliers are listed (e.g. audio-visual equipment), the user must seek quotes from those listed preferred suppliers. List of preferred suppliers can be found at the following link: Preferred Supplier List Failure to use a preferred supplier will result in delays in payments to the suppliers and may also incur a non-compliance charge (see Section 3.3.2). In exceptional circumstances, where use of preferred suppliers is precluded, the Procurement Office needs to be notified in advance of any supplier engagement. In some instances, the distinctive nature of the Goods or Services requirement means that a suitable option may not be available under the preferred supplier listing. In these instances, staff are requested to please review the approved supplier listing at: Preferred Supplier List

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Section	Heading	Key Message	Supporting Detail
3.1.3	Purchasing through iProcurement	All University purchasing must be done online through the iProcurement module.	<ul style="list-style-type: none"> • When an area purchases through iProcurement, the Office Holder nominates the Purchase Requisitioner(s) and Purchase Approver(s) for their area. • All purchasing must be done online through the iProcurement module (including internal trade) • Purchase Orders (PO's) are automatically sent out to the supplier from the iProcurement system. • When goods are received it is essential that they are "Goods Received" (GR) on Oracle by the requisitioner. • This allows a 3-way-match of the PO/GR/Invoice on Oracle which then results in the invoice being included in the next payment run.
3.1.4	Invoice Approval	<p>All invoices imported into Oracle must undergo a 3-way-match (PO/Receipt/Invoice) before being released for payment.</p> <p>Any incorrect, changed or missing element will result in a "system hold" which must be resolved by purchasing area.</p>	<ul style="list-style-type: none"> • All invoices are emailed directly by suppliers to Accounts Payable in PDF format and imported into Oracle. • The 3-way-match (PO/Receipt/Invoice), once completed by Oracle, releases an invoice for payment. • TCD is also registered to receive invoices through the Peppol network, details are available at: Invoice Regulations • When there is any variance between the PO details and the invoice (i.e. price, quantity etc.) Oracle creates a "system hold" and sends an automatic notification to the PO Administrator for the area. • They must contact the Preparer to amend the original PO/receipt or request a credit note from the supplier. • It is essential that the preparer actions the notification as the invoices cannot be released for payment until the 3-way-match is completed.
3.1.5	Interest on Late Payments	Invoices are assigned a "Terms Date" on date of import into Oracle, interest will apply if payment occurs later than 30 days after Terms Date.	<ul style="list-style-type: none"> • Per the European Communities (Late Payment in Commercial Transactions) Regulations 2012, Trinity is obliged to pay all invoices within 30 days of receiving the invoice. • Invoices are assigned a "Terms Date" which is the date of receipt of the invoice by FSD. • Payment terms are 30 days from the "Terms Date" and late interest will apply if the payment occurs after 30 days. • To avoid late interest, areas are responsible for the following: <ul style="list-style-type: none"> • Goods Receipt (GR) on Oracle as soon as the goods are received; or • Immediately resolve issues when a "system hold" notification is received. • FSD pays fully approved/completed transactions every two weeks to minimise the impact of the Late Payments Legislation. • Further information is available at the following link: Invoice Regulations

Section	Heading	Key Message	Supporting Detail
3.1.6	Tax Clearance Certificate (TCC) (see Section 6.2 also)	Any supplier with whom Trinity may do more than €10,000 (inclusive of VAT) worth of business within any 12-month period, must provide evidence of tax clearance from the Irish Revenue Commissioners.	<ul style="list-style-type: none"> Suppliers with whom Trinity, as one entity, is likely to do more than €10,000 (inclusive of VAT) worth of business within any 12-month period, must provide evidence of tax clearance from the Irish Revenue Commissioners. This applies to resident and non-resident suppliers. Please inform suppliers at time of ordering of potential tax clearance requirements to prevent payment delays. Further information is available at the following link: Invoice Regulations
3.1.7	Professional Services Withholding Tax (PSWT) (see Section 6.3 also)	PSWT is a tax deducted at the standard rate from all payments for “professional services” made by Trinity to individuals and companies worldwide.	<ul style="list-style-type: none"> PSWT is a tax deductible at the standard rate from payments for “professional services” made by Trinity to individuals and companies worldwide. It is not an additional tax, the supplier can request a refund from Revenue or offset the amount against their tax liability. Financial Services Division (FSD) notifies Revenue on ROS when PSWT is deducted. A record is available on ROS for Irish Suppliers. An email notification is sent to foreign suppliers. Further information is available at the following link: Invoice Regulations
3.1.8.1	Imports from Non-EU Countries	<p>Goods purchased from non-EU countries will have VAT and import duties applied by the Irish Customs Authorities.</p> <p>Maurice Ward & Co is the sole Customs Clearance agent who process this on behalf of Trinity.</p>	<ul style="list-style-type: none"> Goods purchased from non-EU countries will have VAT and import duties applied by the Irish Customs Authorities. Maurice Ward & Co is the sole Customs Clearance agent who process this on behalf of Trinity. The service provided by Maurice Ward & Co. in no way interferes with the transport and delivery of goods from Customs to Trinity, as organised by the purchasing area, the supplier and/or any shipping agents. Their responsibilities can best be described as: <ul style="list-style-type: none"> Payment of all Irish VAT and Duty costs and / or freight transport costs (e.g. where charges are freight collect) to ensure immediate release of goods from Customs. Liaising with all airlines, shipping lines and ground handling agents involved in the importation of goods from non-EU countries on behalf of Trinity and acting as a single point of contact for Trinity.

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Section	Heading	Key Message	Supporting Detail
3.8.1.2		Where possible Maurice Ward & Co should be notified of shipment details in advance of goods being imported.	<ul style="list-style-type: none"> • Areas importing goods from outside the EU should take note of the following points: <ul style="list-style-type: none"> • Where possible Maurice Ward & Co should be notified of relevant details of shipments in advance of goods being imported. • Maurice Ward & Co has access to the online Customs & Excise system and can clear goods through customs same day or next day at the latest. • A contact name, PO number and School must be quoted on all documentation relating to imports, and the foreign supplier should be instructed to quote these as references on the import documentation. • For this service, Maurice Ward & Co will charge a flat fee per consignment. Schools should therefore ensure that any UPS, DHL etc. invoices contain no charges for Customs Clearance and airport / shipping handling charges. Please contact Procurement/AP if you receive an invoice for a handling charge from Fedex
3.1.9	Administration/ Invoicing	Maurice Ward & Co will issue an invoice for Irish VAT, import duties and an administration fee and submit this directly to FSD.	<ul style="list-style-type: none"> • Contact details for Maurice Ward & Co. are as follows: Tel: 353 1 6875743 • Maurice Ward & Co will issue an invoice for Irish VAT, import duties and an administration fee and submit this directly to FSD. <ul style="list-style-type: none"> • The VAT and import duties are charged to the same code as the PO on the commercial invoice. • The purchaser is required to raise a 'Maurice Ward & Co' PO for the administration fee.
3.2	Purchasing Card (PCard)		
3.2.1	Overview	PCards are used to pay for low value, ad-hoc purchases where there is no preferred supplier in place.	<ul style="list-style-type: none"> • PCards are used to pay for low value ad-hoc purchases such as purchasing low value goods online where there is no preferred supplier in place. • They operate in a similar manner to credit cards and are allocated to named staff of Trinity who are authorised to use them. • The purpose of the PCard System is to establish a more efficient and cost-effective method of handling ad-hoc low value one-off purchases and the related payment procedures. • Suppliers receive payment for the goods/services within 24/48 hours and the risk of a late interest payment is eliminated.
3.2.2	Accounting for PCard transactions	PCard transactions are imported to Oracle directly from the bank and must be reviewed/approved on a weekly basis to ensure they are reflected in the accounts.	<ul style="list-style-type: none"> • All PCard transactions are imported to Oracle directly from Bank of Ireland, it is essential that such transactions are reviewed and subsequently approved on a weekly basis to ensure they are reflected in the accounts in real time. • All back-up documentation pertaining to the PCard transactions (i.e. e-mail confirmation of purchase, online receipt or the invoice) should be attached to the relevant transaction in TCD iExpenses PCard.

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Section	Heading	Key Message	Supporting Detail								
3.2.3	PCard Controls	Controls are in place to reduce potential fraud/misuse, with certain categories of spend blocked.	<ul style="list-style-type: none"> PCards have specific controls in place to reduce potential fraud or misuse and certain categories of spend are blocked e.g. cash withdrawal, fuel, financial services, leisure activities, personal expenses and restaurants and bars. <p>Along with these administrative controls the PCards all incorporate Chip-&-PIN technology. Further information on PCards is available at the following link: Purchasing Cards</p>								
3.3	Procurement										
3.3.1	New Supplier Requests	Where goods/services requirements <i>cannot</i> be met by an existing supplier, a New Supplier Request form must be completed in advance of any proposed purchase.	<ul style="list-style-type: none"> Where goods/services requirements cannot be met by the current supply-base, a New Supplier Request form must be completed in advance of any proposed purchase. This form will be submitted to the Procurement Office for review and they may choose to source the requirement from an existing supplier or accept the new supplier request. The New Supplier Request form is available at the following link: Procurement Forms The Supplier Listing/Category Code should always be used for a point of reference for current suppliers to the University. Any queries in relation to current suppliers for any requirements can be directed to the Procurement Office for discussion (procurement@tcd.ie). 								
3.3.2	Non-Compliance Charge	A €500 charge will be applied for any non-compliant spend.	<ul style="list-style-type: none"> Orders placed with suppliers other than the preferred supplier for the chosen category without pre-approval from the Procurement Office will incur a €500 non-compliance charge against the relevant account. In the case of a Research account the charge will go to the discipline overhead account. 								
3.3.3	Sole Source Suppliers	Pre-approval of the Procurement Office is required when using sole-source suppliers.	<ul style="list-style-type: none"> Where multiple quotations are not being sought, on the basis that only one supplier source exists, orders for goods or services are required to be authorised in advance by the Procurement Office (procurement@tcd.ie). 								
3.3.4	Quotations	<p>Where no preferred supplier exists, quotation requirements are as follows:</p> <table border="1"> <thead> <tr> <th>Spend (ex VAT)</th> <th># Quotes</th> </tr> </thead> <tbody> <tr> <td>≤ €5k</td> <td>1</td> </tr> <tr> <td>> €5k ≤ €50k</td> <td>3 (written)</td> </tr> <tr> <td>>€50k</td> <td>Tender Process (See Section 3.3.5)</td> </tr> </tbody> </table>	Spend (ex VAT)	# Quotes	≤ €5k	1	> €5k ≤ €50k	3 (written)	>€50k	Tender Process (See Section 3.3.5)	<ul style="list-style-type: none"> Where no preferred supplier exists, a single quotation should be sought from a registered supplier for single or cumulative purchases up to €5,000 (ex VAT). While quotations may initially be obtained verbally, faxed or written copies should be obtained and retained on record with the eventual purchase order. All single or cumulative purchases over €5,000 and less than €50,000 (ex VAT) will require three written quotations See Procurement Policies and Procedures
Spend (ex VAT)	# Quotes										
≤ €5k	1										
> €5k ≤ €50k	3 (written)										
>€50k	Tender Process (See Section 3.3.5)										

Section	Heading	Key Message	Supporting Detail
3.3.5	Tender Process	<p>Where no preferred supplier exists, purchases >€50k (ex VAT) are subject to formal tender process.</p> <p>Tenders greater than €215k (ex VAT) must be published in the Official Journal of the European Union (OJEU).</p>	<ul style="list-style-type: none"> • Where no preferred supplier exists, any purchases greater than €50,000 (ex VAT) shall be subject to a written formal tender process. • All tender documents and communications related thereto shall be dealt with through the Procurement Office. • The Procurement Office shall examine all tender documents to ensure they comply with current legislation prior to their issue. • The documents will then be routed to the Office of Government Procurement for the purposes of administering either a tender or a mini-competition from an existing government framework contract. • It should be noted that tenders greater than €215,000 (ex VAT) are required to be published in the Official Journal of the European Union (OJEU). The timelines for such OJEU tenders are significantly greater than those placed nationally and budget owners and Principal Investigators need to consult with the Procurement Office to ensure realistic project timelines are put in place. • Further information on Procurement is available see Procurement Policies and Procedures.
3.4	Capital Contracts		
3.4.1	Approval	<p>Procurement and Tendering for all capital contracts <u>must</u> be led by the Procurement Office.</p>	<ul style="list-style-type: none"> • The procurement and tendering of all capital contracts, associated with either additions or modifications to the fabric of existing buildings or involving the construction of new buildings, must be led by the Procurement Office, and approved by the Capital Review Group. • Once awarded, the contract is managed by the Programme Manager for the related capital project and the Head of Capital Projects and Planning in the Estates and Facilities Department. • For further information on the procurement and tendering of capital contracts please contact the Procurement Office by email procurement@tcd.ie

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Section	Heading	Key Message	Supporting Detail
3.4.2	Relevant Contracts Tax (Construction Tax) (see Section 6.4 also)	<p>Specific Revenue rules apply to construction industry payments, with penalties for non-compliance.</p> <p>Further information is available at Invoice Regulations</p>	<ul style="list-style-type: none"> • There are specific Revenue rules for payments to construction industry contractors. • The scheme, called Relevant Contracts Tax (RCT), administered by Estates and Facilities and the FSD, places onerous responsibilities on Trinity to correctly account for payments to, and deduct tax from, certain/specific contractors. • Failure to accurately apply Revenue rules can lead to penalties for non-compliance. In this context, construction covers almost all works to a building, temporary and permanent, and certainly includes: <ul style="list-style-type: none"> • site preparation • alterations and repair • dismantling/demolition • construction

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4. Reimbursements/Expenses

Section	Heading	Key Message	Supporting Detail
4.1	Reimbursement Types		
4.1.1	Eligible payment categories	<p>Staff and non-staff reimbursements are categorised and processed separately by Accounts Payable.</p> <p>External Examiner and Quality Reviewer payments are made by HR via Payroll.</p>	<ul style="list-style-type: none"> The following categories of payments can be claimed through the Reimbursement system: <ul style="list-style-type: none"> Staff reimbursements (including the Research, Training and Conference Travel Scheme) Non-Staff reimbursements - Visiting Academics/ Official Visitors/ Individuals (expenses only) All reimbursement claims must comply with all Trinity policies Financial Policies External Examiners and Quality Reviewers fee and expenses must go through payroll - further detail available from Responsibilities of External Examiners
4.2	Staff Reimbursements	<p>Staff must claim reimbursement of eligible expenses online via iExpenses.</p> <p>All receipts and required supporting information must be provided to ensure approval and payment.</p>	<ul style="list-style-type: none"> All Trinity employees, on fortnightly or monthly payrolls, are required to complete their expense claims on-line using iExpenses. Hospitality and Entertainment claims and Conference Travel Scheme claims must be approved by the Head of School/Admin/Support Area or School Administrator. All reimbursement claims must comply with all Trinity policies, in particular the policies listed at the following link: Financial Policies To ensure that your claim is processed efficiently, please remember to attach the relevant documentation to each claim. For example: <ul style="list-style-type: none"> Hospitality and Entertainment claims - Include full guest list, affiliations and business purpose. Note: fixed per person spend limits for meals. Conferences - Copy of registration/program illustrating relevant dates. Meetings - Invitation email, attendee list, agenda etc. Fieldwork - Memo including short description of travel purpose, dates and destination. Mileage (claimable by Trinity Staff only) State nature and purpose of trip, date, location to and from, number of miles/kms. Please note that mileage will be paid from home or normal place of work, whichever is the lesser. Please see link to FSD's Quick Guide for Travel and Hospitality & Entertainment Expenses at the following link: Quick Guide to Travel and H&E Expenses

Section	Heading	Key Message	Supporting Detail
4.2.1	Research, Training and Conference Travel Scheme	Eligible Academic staff receive an allowance of €700 (maximum) per financial year to attend conferences/seminars etc related to their academic interests.	<ul style="list-style-type: none"> The scheme applies to full-time or part-time members of academic staff employed on a permanent or contract of indefinite duration basis or a fixed term contract of not less than two years duration. Queries on eligibility should be directed to HR. Approval of the Head of School should be obtained before departure. Reimbursement claims from the Conference Travel Grant Scheme must be approved on iExpenses by the Head of School. Support is available for the following: <ul style="list-style-type: none"> Conferences, Seminars, Workshops, and Summer Schools within the staff member's general sphere of academic interest. Advanced courses, lecture tours and travel for collecting material that is essential or important for teaching or research and which cannot be done in Dublin. Not more than €700 will be allocated in respect of any one accounting year (to 30 September). Qualifying staff may draw on unused amounts in the previous two years before accessing the current year's grant. Further information is available at the following link: Reimbursement of Expenses
4.3	Non-Staff Reimbursements		<i>It is envisaged that this request and authorisation process will be transitioned to Flowforma</i>
4.3.1	Visiting Academics/Official Visitors/Individuals	Reasonable, out-of-pocket expenses will be reimbursed via Accounts Payable and use the dedicated Non-Staff Payment Requisition available at Accounts Payable Forms	<ul style="list-style-type: none"> Reasonable expenses to visit Trinity or represent Trinity in an official capacity can be paid via reimbursement as long as there is no fee payment. Receipted backup must be provided with all claims. Gratuitous payments are not allowed. If there is a fee only or fee and expenses then it must go through casual payroll and not through the reimbursement process. Reasonable, out-of-pocket expenses will be reimbursed via Accounts Payable and use the dedicated Non-Staff Payment Requisition available at Accounts Payable Forms
4.3.2	Once-off Lecture Fees (See also Section 6.5)	All lecture 'fees' are paid via Payroll.	<ul style="list-style-type: none"> In line with Revenue Guidelines, part-time lecturers/trainers are considered to be employees and payments to these individuals should go through the payroll system net of statutory deductions for PAYE, PRSI and USC.
4.3.3	External Examiners (Irish & Foreign)	External Examiner fees and expenses are paid via Payroll (HR).	<ul style="list-style-type: none"> The Revenue has determined that the fee for External Examiners (Irish & Foreign) must go through payroll. Payroll also processes their expenses. Further detail available from Responsibilities of External Examiners

Section	Heading	Key Message	Supporting Detail
4.3.4	Non-Staff Payment Requisition	Non-staff claims for reimbursement must comply with University policies and use the dedicated Non-Staff Payment Requisition available at Accounts Payable Forms	<ul style="list-style-type: none"> • All claims should comply with Trinity policies. See Section 10. • A detailed business reason or description of the project, work, trip etc. must be outlined on the reimbursement form for audit purposes. • Vouched/receipted backup should support all claims. • Claims should be: <ul style="list-style-type: none"> • properly calculated • coded to the correct budget • charged to an account with adequate provision to meet the expenditure • All claims must be authorised by the Head of School/Admin/Support Area or School Administrator. • Further information and claim forms are available at link: Reimbursement of Expenses

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5. Banking & Cash

Section	Heading	Key Message	Supporting Detail
5.1	Lodgements		
5.1.1	Overview	Cash should never be used as a form of payment (other than in commercial areas for example Catering) – EFTs or cheques should be payable to the Trinity No.1 bank account.	<ul style="list-style-type: none"> • Cash should not be used as a form of payment except in commercial areas (e.g. Catering) where cash controls and segregation of duties to manage cash are established. • All other areas should only accept cheques or Electronic Funds Transfer (EFT) payments directly into the Trinity No.1 bank account unless the area has contacted FSD and signed up to a standard operating procedure. • All cheques must be made payable to the Trinity No.1 Account or Trinity College Dublin. The bank will not accept cheques in the name of a School or individual nor is it possible to endorse cheques. • Any income received should be checked for VAT compliance, by the area receiving the income, prior to lodgement (Section 2.3 refers). A number of potentially Vatable activities have been identified throughout Trinity and details are available at the following link: General VAT Principles Please note that this list is not exhaustive.
5.1.2	Lodgement Options	Areas that rarely make lodgements should send cheques directly to FSD along with a completed Lodgement Form.	<ul style="list-style-type: none"> • Cheque Lodgements can be sent directly to the Financial Services Division with a completed Lodgement form which can be found at Accounts Receivable Forms • All cheques must be made payable to Trinity College or the TCD No.1 account. (The bank will not accept cheques which show a departmental or individuals name as the payee.) • Please ensure that Irish and Foreign cheques are separated. • Lodgements are made to the bank on a weekly basis (Tues/Thurs). • When expecting payment by bank transfer please email income@tcd.ie and provide the amount, who the payment is from and the appropriate codes.
		Commercial and other areas may make direct lodgements using an FSD issued lodgement book/card.	<ul style="list-style-type: none"> • A Bank of Ireland lodgement book or lodgement card can be provided to the School/Discipline whereby lodgements can be made directly to the bank, please contact income@tcd.ie if you require a lodgement book/card. • Lodgements can be made to the Bank of Ireland at the front of Trinity (i.e. College Green) -a Bank Lodgement form must be completed, it can be found under Accounts Receivable Forms and emailed to income@tcd.ie

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Section	Heading	Key Message	Supporting Detail
5.2	Petty Cash		
5.2.1	Overview	<p>Petty cash should only be used for small incidental items of expenditure and never to pay individuals, suppliers, subsistence, travel expenses or to furnish short-term loans.</p> <p>Petty cash expenditure must be reconciled/balanced regularly, with receipts retained.</p>	<ul style="list-style-type: none"> • Petty Cash is only used in exceptional circumstances as most small items of expenditure can be claimed by staff through the reimbursement online system, iExpenses (see section 4.2). • Petty cash should not be used at any time to pay individuals, suppliers, subsistence, traveling expenses or to furnish short-term loans. It should only be used where iProc/iExpenses is not feasible. • Credit/Debit card payments cannot be reimbursed via petty cash and must go through iExpenses. • Petty Cash charged to project accounts must be first authorised by the Principal Investigator. • Petty Cash for both general ledger and project accounts must be signed by the School Administrator or Head of School/Support Area. • Receipts and a reconciliation must be submitted to the FSD with the 2nd and each subsequent petty cash request. • Petty Cash receipts and expenditure should be recorded in a petty cash book/spreadsheet kept solely for that purpose. • Petty cash should be counted regularly and balanced with the petty cash book/spreadsheet. At any point in time the cash in the petty cash box should equal the income requested from the FSD less the receipted expenditure recorded in the book. The petty cash should be balanced at a minimum once a month and always before another request for petty cash is completed. The person balancing the petty cash book should sign and date the balanced amount. • Only cash requested and received from the FSD for petty cash should be recorded in the petty cash book. All other cash receipts should be lodged as outlined in 5.1 above. • Petty cash should be stored in a secure area at all times. • When the responsibility for the petty cash is transferred from one individual to another, the cash in the petty cash box should be counted and balanced with the cashbook. Both parties involved in the changeover should then sign the cashbook. • The manager in the area should periodically review the operation of the Petty Cash System to ensure it is operating in accordance with these guidelines. • The petty cash book/spreadsheet and records may be requested at any time for audit purposes.

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Section	Heading	Key Message	Supporting Detail
5.2.2		The local area is fully responsible for petty cash integrity.	<ul style="list-style-type: none"> • The responsibility for petty cash lies with the School/Admin/Support area. • Please report any discrepancies to the School Manager and the Accounts Payable supervisor as soon as they are identified. • Unused petty cash should be returned to the No 1 bank account, please contact Income@tcd.ie for details
5.2.3	Petty Cash Request	A Petty Cash Request form, detailing the intended use of the cash, should be submitted to FSD – Petty Cash cheques are collected from FSD and cashed by Bank of Ireland.	<ul style="list-style-type: none"> • A Petty Cash Requisition Form should be completed to request petty cash including an explanation of what the petty cash is required for, see following link: Accounts Payable Forms • Completed forms, receipts and reconciliations should be submitted by email to apquery@tcd.ie by the appropriate signatory. • You will be notified when Petty Cash cheques are available for collection in FSD. • You will be requested to show Trinity ID and to sign for the petty cash cheque which can be cashed at the Bank of Ireland, College Green on the day. • Further information on Banking & Cash is available, see following link for further details Lodgements & Petty Cash • It is envisaged that this request and authorisation process will be transitioned to Flowforma.

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6. Taxation

Section	Heading	Key Message	Supporting Detail
6.1	General Principles	Trinity has a responsibility to make certain tax returns, satisfy itself of the tax suitability of business partners and, in certain instances, withhold taxes for payment to Revenue.	<ul style="list-style-type: none"> Trinity has a responsibility to make certain tax returns, to satisfy ourselves as to the tax suitability of our business partners and, in certain instances, to withhold taxes for payment to Revenue. If you have any queries on the issues contained in these procedures or on any related taxation issues, please contact FSD in the first instance. See FSD Contacts The tax headings considered below are: <ul style="list-style-type: none"> Tax Clearance Certificate Professional Services Withholding Tax (PSWT) Relevant Contracts Tax (RCT) Contract Of (Payroll) V Contract For Service (Suppliers)
6.1.1	Trinity VAT Registration	<p>Trinity's VAT registration number is IE2200007U.</p> <p>As a university, Trinity may earn VAT-exempt educational and cultural income. Commercial income is subject to VAT.</p>	<ul style="list-style-type: none"> Trinity is a VAT registered entity with VAT registration number IE2200007U. As a university, Trinity earns VAT-exempt educational income. As a cultural and historical campus, Trinity also earns VAT-exempt cultural income. Trinity also has several commercial income streams on which it must charge and account for VAT as appropriate. These income streams include, and are not limited to, commercial research activity, library shop income and the provision of summer B&B accommodation. For more guidance on how VAT operates in Trinity, please refer to Section 7 VAT of this manual.
6.2	Tax Clearance Certificate (see also Section 3.1.6)	Any supplier (resident or non-resident) with whom Trinity is likely to do more than €10,000 (inclusive of VAT) worth of business within any 12-month period, must provide evidence of tax clearance from the Irish Revenue Commissioners.	<ul style="list-style-type: none"> This is confirmation from the Revenue that a company's tax affairs are in order at the date of issue. Suppliers with whom Trinity, as one entity, is likely to do more than €10,000 (inclusive of VAT) worth of business within any 12-month period, must provide evidence of tax clearance from the Irish Revenue Commissioners. This applies to both resident and non-resident suppliers. Failure to obtain a valid Tax Clearance Certificate for relevant suppliers will result in payment being withheld for such suppliers. Further information is available at following links: Tax Clearance Guide and Invoice Regulations

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Section	Heading	Key Message	Supporting Detail
6.3	Professional Services Withholding Tax (PSWT) (see also Section 3.1.7)	PSWT is a tax deducted at the standard rate from all payments for “professional services” made by Trinity to individuals and companies worldwide.	<ul style="list-style-type: none"> • This is a withholding tax deductible at the standard rate of tax, currently 20%, from payments for “professional services” made to individuals and companies by Trinity. It is not an additional tax, as the supplier can request a refund from Revenue or to offset the amount of tax withheld against their tax liability. • Professional Services include, but are not limited to: <ul style="list-style-type: none"> • Medical, pharmaceutical, dental, optical, aural or services of a veterinary nature • Architectural, engineering, quantity surveying or surveying-related services • Accountancy, auditing or finance and the services of financial, economic, marketing, advertising or other consultancies • Solicitor, barrister or other legal services • Geological services • The ordering area should ensure that any descriptions on supplier’s POs or invoices, which are of a technical nature or that incorporate certain abbreviations or catalogue references etc., should be fully explained on the invoice so that FSD can make informed decisions regarding PSWT and other taxes. • The FSD will issue the supplier with an F45 which is an official receipt detailing the amount of the invoice(s) and the PSWT withheld. • Normally, these are kept by the taxpayer for offset against their tax bill at year-end. They can also be used as the basis for making a repayment claim depending on the taxpayer’s individual circumstances. • The ordering area should highlight to suppliers the requirement for Trinity to withhold PSWT to avoid any problems when it comes to payment. • Some suppliers of Professional Services may not supply to the Public Sector and Semi State bodies on a regular basis and, therefore, may not be aware of these rules. • Trinity has charitable exemption from tax and so should not have PSWT deducted on payments made to it. • Further information is available at following links: Invoice Regulations and Professional Services Withholding Tax (PSWT)

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Section	Heading	Key Message	Supporting Detail
6.4	Relevant Contracts Tax (RCT) (see also Section 3.4.2)	RCT is a tax deducted from payments to sub-contractors at rates specific to the supplier category.	<ul style="list-style-type: none"> • Trinity is obliged to apply RCT on payments to sub-contractors. • RCT, like PSWT, is a deduction on account of the taxpayer's final tax liability, currently at a rate of 0%, 20% or 35% depending on the supplier category. • Trinity is obliged to notify Revenue of all payments to subcontractors and to make returns to Revenue on a monthly and annual basis. • In general any activity which involves alteration, modification, repair, building, dismantling, demolition, permanent fixing and fitting etc., will be classified as construction activity and fall under RCT. • Any such projects should be handled through Estates and Facilities, who in conjunction with the FSD, will ensure that all of Trinity's tax obligations are complied with. Failure to comply with these provisions can have serious repercussions for Trinity. • Further information is available at following links: Invoice Regulations and Relevant Contracts Tax (RCT)
6.5.1	Contract of (Payroll) V Contract for Service (Suppliers)	Payments to individuals in respect of services will normally be paid through the payroll system, especially where they relate to teaching, training, lecturing, administration.	<ul style="list-style-type: none"> • Payments to individuals in respect of services will normally be paid through the payroll system, especially where these services relate to the core business of Trinity i.e. teaching, training, lecturing, administration. • An individual will be considered an employee where they meet most of the following criteria: <ul style="list-style-type: none"> • Is under the control of Trinity who directs as to how, when and where the work is to be carried out • Supplies labour only • Receives a fixed hourly/weekly/monthly wage • Cannot subcontract the work • Does not supply materials for the job • Does not supply equipment other than the small tools of the trade • Is not exposed to personal financial risk in carrying out the work • Works set hours or a given number of hours per week or month • Is entitled to sick pay/holiday pay/pension etc. • Receives expense payments to cover subsistence and/or travel expenses • Is entitled to extra pay or time off for overtime

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Section	Heading	Key Message	Supporting Detail
6.5.2	Contract of (Payroll) V Contract for Service (Suppliers)	<p>A self-employed individual, supplying a service, will be paid on an invoice basis.</p> <p>Accounts Payable will assess invoices and determine the appropriate payment mechanism/tax treatment.</p>	<ul style="list-style-type: none"> • Alternatively, the person will typically be deemed to be self-employed and will be paid on an invoice basis through the Accounts Payable section, where they should meet most of the following criteria: <ul style="list-style-type: none"> • Own their own business • Is exposed to financial risk, by having to bear the cost of making good, faulty or substandard work carried out under the contract • Has control over what they do, how they do it, when and where they do it and whether they do it themselves • Is free to hire other people, on terms of their choice, to do the work that they have agreed to undertake • Can provide the same services to more than one person/business at the same time • Provides the materials for the job • Provides equipment and machinery necessary for the job, other than the small tools of the trade • Has a fixed place of business where they store materials equipment etc. • Costs and agrees a fixed price for the full job • Provides their own insurance cover e.g. public liability etc. • Controls their own hours of work in fulfilling the job obligations • The Accounts Payable section assesses invoices and may determine that the individual should be paid through payroll. • Where the service provider disagrees with the tax treatment by Trinity then they should provide a determination from the Revenue (their own Revenue District) to the effect that their specific agreement/contract with Trinity is a contract for service. Otherwise payroll taxes will be applied. • It is important to note that the fact that the person may be otherwise self-employed is not definitive in evaluating the Trinity agreement for tax purposes. • Further information is available at following links: Income Tax

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7. VAT

Section	Heading	Key Message	Supporting Detail
7.1.1	General Principles	Trinity's VAT position is complex and professional advice should be sought from FSD.	<ul style="list-style-type: none"> The VAT position of Trinity is no different to that of any major commercial organisation. The rules can be quite complicated and where necessary, specific advice should be obtained from FSD. FSD must maintain VAT records for Trinity and shall make all VAT payments and receive all VAT credits as appropriate. The VAT status of all income and expenditure shall be decided upon in consultation with Schools/Admin/Support function but is ultimately the responsibility of the FSD who complete Trinity's VAT returns. Further information is available at the following link: General Principles - Value Added Tax
7.2	VAT on Income	<p>The issuing area is responsible for ensuring the correct rate of VAT is charged on invoices raised.</p> <p>Selecting the correct "sales description" in Oracle will ensure the correct default VAT rate is applied.</p>	<ul style="list-style-type: none"> In VAT law, the place of supply is a key factor in determining who is liable for VAT and normally the place of supply is "the place where the person supplying the goods or services has established the business and it is the supplier who is responsible for the payment of VAT." Different rules apply where services are provided to VAT-registered customers in other EU States or to customers outside the EU and there is often no VAT charge necessary provided that certain rules are followed (Section 2.3 refers). Further details are contained at: General Principles - Value Added Tax
7.3	VAT on Expenditure		
7.3.1	Irish Suppliers	The supplier is responsible for charging the appropriate VAT rate.	<ul style="list-style-type: none"> Where an Irish supplier provides goods and services then it is the responsibility of that supplier to charge the appropriate VAT rate(s). VAT on Irish supplies is normally paid directly to the supplier.
7.3.2	Intra-Community Acquisitions (from within the EU)	<p>0% VAT will be applied to goods and services supplied to Trinity by entities that are registered for VAT in other EU Member States, on provision of Trinity's VAT number.</p> <p>Trinity must subsequently charge itself Irish VAT and pay this to Revenue so VAT costs remain.</p>	<ul style="list-style-type: none"> This refers to goods and services supplied to Trinity by entities that are registered for VAT in other EU Member States and it means that 0% VAT will be applied when the Trinity VAT number is provided to the supplier. This is not to say that goods or services are not Vatable - Trinity is subsequently required to charge itself Irish VAT (self-account) and pay this over to the Revenue. Heads of Schools/Admin/Support functions should be aware, therefore, of these additional VAT costs, which will not be obvious from the suppliers' invoice, but which will be charged to accounts when the invoice is being paid. <p>Trinity generally self-accounts or pays VAT directly to the Irish Revenue authorities on imports from non-EU countries.</p>

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Section	Heading	Key Message	Supporting Detail
7.3.3	Imports (from Non-EU countries)	<p>Goods purchased from non-EU countries will have VAT and import duties applied by the Irish Customs Authorities.</p> <p>Maurice Ward & Co is the sole Customs Clearance agent who process this on behalf of Trinity.</p> <p>Trinity must charge itself Irish VAT on imports from other countries and pay this to Revenue.</p>	<ul style="list-style-type: none"> • For VAT purposes, imports are goods arriving from Non-EU Countries. • In general, goods that are purchased from outside Ireland and by the Irish Customs Authorities (on behalf of the EU) will levy the appropriate of VAT and import duty at the point of entry (port, airport) • Trinity's import agent, Maurice Ward & Co (see Section 3.1.8) should make all the appropriate arrangements to ensure that the regulations are met, and they should also be able to answer any questions regarding the process. • It is important to retain all documents connected to the import as these may be needed at a later stage to provide evidence of payment etc. • Trinity generally self-accounts or pays VAT directly to the Irish Revenue authorities on imports from non-EU countries. • For further details, see link at: General Principles - Value Added Tax
7.4.	VAT on Research Contracts	<p>The Contracts Section of Trinity Research & Innovation will make a VAT status assessment as part of its pre-award process.</p>	<ul style="list-style-type: none"> • All Research Contracts should be assessed by the Contracts Section (Trinity Research and Innovation) before the account is set up by FSD. • This assessment will take account of the type of funding, the links between the service supplied and the consideration received, the legal relationship between the parties, the type of research, the Trinity objectives, objectives of the funding body, the ownership rights to the research findings and it will include an assessment of the VAT status of the contract. • FSD can only set up the account after this initial stage is completed and any pre-contract enquiries should be referred to the Trinity Research & Innovation Centre rescon@tcd.ie

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8. Project Administration & Accounting

Section	Heading	Key Message	Supporting Detail
8.1	General Information	Professional post-award, project accounting and administration.	<ul style="list-style-type: none"> • The Projects Accounting Team (within FSD) works with Principal Investigators, Project Sponsors and Project Managers to provide a professional post-award management service for both research and capital projects.
8.1.1	Research Portfolio	Co-ordinates the post-award administrative paperwork and manages the financial administration of research projects, preparing and submitting financial claims and advocating on behalf of Principal Investigators with Funding Agencies.	<ul style="list-style-type: none"> • Advocates on behalf of Principal Investigators with Funding Agencies on financial matters • Prepares and submits financial claims to Funding Agencies • Coordinates the administrative paperwork associated with the allocation of Research Award and Project numbers (following the Principal Investigator's completion of the necessary paperwork) • Reviews and analyses research account balances • Administrations of income received, and management of the University's Aged Debt associated with research projects • Provides financial advice in relation to project balances to Faculty Deans, Heads of School/Directors of TRI, Principal Investigators, administrators, and team members • Provides information to Principal Investigators and their administrators on research project administration (via monthly email updates, workshops) • Prepares financial information for internal reports (Finance Committee etc.) • Forecasting of research and income estimates for the annual budgetary process • Preparation and reconciliation of annual Research Income and Expenditure for inclusion in the University's annual Consolidated Financial Accounts • Facilitates internal and external audits

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Section	Heading	Key Message	Supporting Detail
8.1.2	Capital Portfolio	Assists Project Sponsors, Project Managers, and other Key Members throughout the lifecycle of a capital project with effective and robust capital grant management in line with the University’s code of Capital Project Governance and best international practice.	<ul style="list-style-type: none"> • Collaborates with the Project Appraisal Team within FSD and the Project Management Office (PMO) to ensure capital projects are supported by an efficient and effective end- to-end administrative process • Prepares and submits financial claims to external Funding Agencies when required • Ensures that funding commitments for capital projects from the University’s own resources are ring-fenced and collected for their intended purpose • Ensures relevant actions and decisions of the Capital Review Group (CRG) and Executive Officers Group (EOG) are reflected on the University’s Financial Information System in a timely manner so that the most up to date financial information is reflected in the capital project reports • Manages the operations (financial, company secretarial and statutory reporting) of the University’s Development Company, Ghala DAC • Prepares financial information for internal reports (Finance Committee etc.) • Forecasts capital project expenditure projections for the annual budgetary process and the University’s cash flow forecasts • Prepares financial information relating to capital projects for inclusion in the University’s annual Consolidated Financial Accounts • Facilitates internal and external audits
8.2	Guidelines, Related Policies and Procedures		
8.2.1	Explanatory Guidelines and Related Policies for the Financial Management of Research Grants and Contracts	Provides Principal Investigators with detailed guidance to manage the finances of their Project.	<ul style="list-style-type: none"> • The “Explanatory Guidelines and Related Policies for the Financial Management of Research Grants and Contracts” booklet informs Principal Investigators of all aspects in relation to the financial management of research grants. • See following links Useful Projects Accounting Information and Projects Accounting

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Section	Heading	Key Message	Supporting Detail
8.2.2	Capital Projects Financial Policies and Procedures	Provides Capital Project Sponsors with detailed guidance to manage the finances of their Project.	<ul style="list-style-type: none"> • The “Capital Projects Financial Policies and Procedures” booklet informs Project Sponsors of all aspects in relation to the financial management of Capital Projects. See following link: Projects Accounting - Capital •
8.2.3	Capital Projects Audit	Externally funded projects are subject to audit by a range of auditors and specific record retention requirements.	<ul style="list-style-type: none"> • The European Social Fund supports a range of courses, schemes and projects under the Human Capital Investment Operational Programme 2007-2013 and the Third Level Access Measure. • These projects can be audited by a number of interested parties on request including auditors representing the Higher Education Authority, the Department of Enterprise Trade and Employment and the European Union. • The European Regional Development Fund (ERDF) is part of the European Commission’s Structural Fund under which Ireland draws down monies in order to fund or co-fund certain programmes. Examples of programmes funded under ERDF to date are PRTL Cycles IV & V and the Enterprise Ireland Commercialisation Fund. • These programmes can be audited by any one of the authorities from which Trinity receives this funding (European Commission, Department of Public Expenditure & Reform, Department of Business, Enterprise and Innovation, Southern and Eastern Regional Assembly, Enterprise Ireland and the HEA). • There are specific requirements with regards to the retention of all documentation in relation to projects funded or co-funded under ERDF. Details of these requirements can be viewed at the following link: Records Management Policy • For specific queries in relation to ERDF funded projects please contact: Annemarie Moore at amoore@tcd.ie (Capital Funding) Elaine Sharkey at sharkee@tcd.ie (Recurrent Funding)

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9. Management & Financial Accounting and Financial Planning & Analysis

Section	Heading	Key Message	Supporting Detail
9.1	General Information	<p>The Management & Financial Accounting function is responsible for ensuring the University's meets its annual statutory financial reporting obligations and completes the annual audit process.</p> <p>The team also produces quarterly management packs, reporting on the University's performance against budget.</p>	<ul style="list-style-type: none"> • The Management and Financial Accounting Section produces timely, accurate and relevant financial information required for strategic and operational decision making and ensures Trinity meets its statutory financial reporting requirements in a timely manner through detailed financial reporting. • Full transparency and visibility of both the University's financial position and the economical and efficient application of Exchequer funds, is provided to stakeholders, in line with best practice financial guidelines. • By doing this, we help the University to achieve financial viability thereby supporting its long-term development and growth. • Trinity's economic model is supported though the provision of data/information for financial forecasting to meet the University's need for growth and financial sustainability. • The main activities of the Management and Financial Section are as follows: <ul style="list-style-type: none"> • Maintenance of the Chart of Accounts • Month-end reporting including non-research journals • Quarter-end reporting including "Financial and Performance Highlights Reporting Pack" and reporting to the Higher Education Authority (HEA) • Year-end reporting of Consolidated Financial Statements • Trinity Endowment Funds (Benefactions) • Full Economic Cost Project (FEC) reporting to Irish Universities Association and HEA • Leave of Absence • Fixed Assets and Web Asset Portal • Tailored training in Oracle to financial reporting users

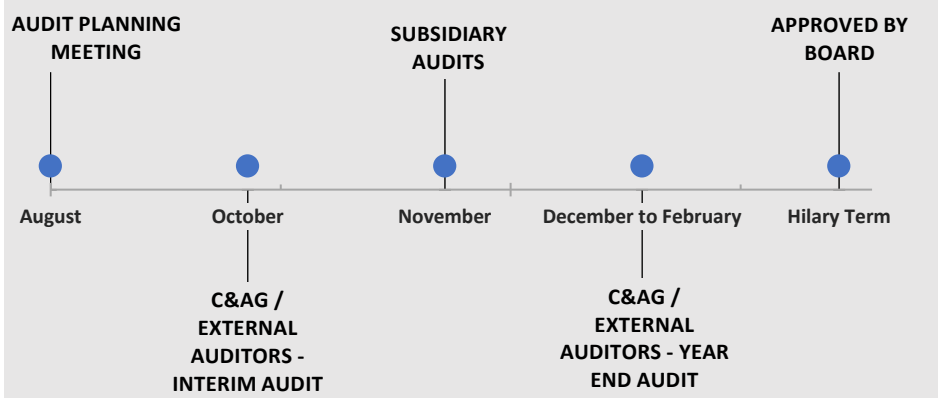
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Section	Heading	Key Message	Supporting Detail
9.2	General Ledger Activities		
9.2.1	Chart of Accounts	The 'Chart of Accounts' is the basic coding requirement of the General Ledger - 6-segment codes enable areas of the University to charge income and expenditure to the General Ledger accurately and facilitate detailed analysis and reporting.	<ul style="list-style-type: none"> The basic coding requirement of General Ledger is known as the 'Chart of Accounts'. These 6-segment strings of numeric codes, enable areas of the University to charge income and expenditure to General Ledger accurately. The University's General Ledger coding structure (chart of accounts) is comprised of the following 6 elements:  <ul style="list-style-type: none"> Company: The default for this element is 10, which indicates Trinity College Dublin, the University of Dublin Cost Centre: This element represents the relevant Faculty, School, Department or Division Activity: This element indicates whether an account within a Faculty, School, Department or Division is a general account (pre-fix GEN) or a self-financing account (pre-fix SFA) Source of Funds: This element indicates from what source income has been received and from what source pay and non-pay expenditure has been spent (e.g. Exchequer or non-Exchequer) Expense Code: This element indicates if a transaction is income or pay / non-pay expenditure Spare: The default for this element is 000000 (this element may be required in the future) <ul style="list-style-type: none"> If you have any query in relation to the chart of accounts or financial coding, please contact us at: gledger@tcd.ie

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Section	Heading	Key Message	Supporting Detail
9.2.2	Internal Trade/Recharging		<ul style="list-style-type: none"> • Internal trade is defined as the transfer and recharging of goods and services between Faculties, Schools, Departments, or Divisions within the University. • Internal invoices are raised through iProcurement using iSupplier. • Areas not raising purchase orders through internal suppliers in iProcurement can request a transfer journal for internal recharging by emailing gledger@tcd.ie • For internal trade transactions, both sides of the transaction must use an internal trade expense code - i.e both income side and expenditure side. • Internal trade expense codes should not be used where the supplier or customer is external. Internal trade expense codes/types can be found at the following link: Coding
9.2.3	Opening a New Account	Organisational changes, new activities and new income streams may require the generation of new activity codes which FSD can facilitate.	<ul style="list-style-type: none"> • Where there are organisational changes, new activities or new income streams etc. it may require the generation of new codes. The form for setting up a new activity code; New Account Code Application – ACTIVITY, can be found at the following link: Management & Financial Accounting Forms • This form should be signed by the Head of School/Support Area and the relevant Finance Partner. • Please note that a 10% charge is deducted by the University for overheads on all self-financing activities with external income except monies from registered charities and presentation funds as approved by Board in June 2003. Board Minutes - 11th June 2003 • Please contact your Finance Partner or the Financial Services Division to discuss your specific requirements.
9.2.4	Month-end Activity	Financial transactions are finalised at the end of each month, to close out the reporting period.	<ul style="list-style-type: none"> • At the end of each month financial transactions for the current month are finalised to close out the current posting period. System accruals are generated monthly by iProcurement based on purchase orders which have been receipted but not fully invoiced. • All non-research journals, including manual accruals/prepayments, should be sent to gledger@tcd.ie with the appropriate approvals evidenced. Sufficient backup documentation should be attached to allow journals to be processed swiftly. All pay adjustments are processed through the Human Resources Office.

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Section	Heading	Key Message	Supporting Detail
9.2.5	Quarter-end Reporting	Based on BI Reports, quarterly accounts are prepared and analysed to allow key movements and trends to be reported to Trinity's Finance Committee.	<ul style="list-style-type: none"> Quarterly Accounts, based on BI Reports, are generated and analysed by the Management & Financial Accounting Team and the Financial Partners in conjunction with Trinity Academic and Non-Academic areas. A 'Financial and Performance Highlights Reporting Pack' is then prepared by Management and Financial Accounting Team for the Trinity Finance Committee, highlighting key movements and trends. Please contact your Financial Partner or the Financial Services Division to discuss any specific queries.
9.3	Year End Processes	Trinity's financial year end is 30 September annually and involves detailed processes and the co-operation of all budget holders.	<ul style="list-style-type: none"> The University's financial year end is 30 September each year. Planning for year-end commences in August and the Financial Statements are prepared, audited and approved by Board in Hilary Term. The year-end audit timeline is as follows:  <p>The diagram illustrates the audit timeline with the following key events:</p> <ul style="list-style-type: none"> August: AUDIT PLANNING MEETING October: C&AG / EXTERNAL AUDITORS - INTERIM AUDIT November: SUBSIDIARY AUDITS December to February: C&AG / EXTERNAL AUDITORS - YEAR END AUDIT Hilary Term: APPROVED BY BOARD

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Section	Heading	Key Message	Supporting Detail
9.3.1	Consolidated Financial Statements	All Universities are required to prepare their consolidated financial statements in accordance with Financial Reporting Standard 102 (FRS 102).	<ul style="list-style-type: none"> • The Consolidated Financial Statements cover all activities of the University and its subsidiary undertakings in the Statement of Comprehensive Income and Statement of Financial Position and are akin to statements published by commercial entities. • All Universities are required to prepare their financial statements in accordance with Financial Reporting Standard 102 (FRS 102). • Board approves the Consolidated Financial Statements in Hilary Term each year and the Financial Statements are available to download in both Irish and English at the following link: Financial Statements
9.4	Trinity Endowment Funds	The Endowment Funds are a collection of individual benefactions/donations to the University, invested and managed by Trinity's Board through its Investment Committee.	<ul style="list-style-type: none"> • The Endowment Funds are a collection of individual funds, each representing a benefaction/donation to the University, which are invested and managed by the Trinity Board through its Investment Committee. • They provide financial support to specific University activities e.g. annual prize, financial assistance or scholarships. Full details on the specific terms and conditions of each Fund are available in the Trinity Calendar Part 1 (Trinity Calendar). • A guide to the Endowment Funds (Benefactions) is available at: Endowment Funds (Benefactions) • For any queries please contact: trustfunds@tcd.ie
9.5	Full Economic Cost (FEC)	A detailed annual exercise that records the costs of all University activity and reporting it to the IUA/HEA.	<ul style="list-style-type: none"> • The Full Economic Cost reports provide detailed cost information on all University activities. • Preparation and planning begins in May and concludes in July each year, with submission of the FEC outputs to the Irish Universities Association (IUA) in August. • Results from the Sector are combined and released to the HEA.

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Section	Heading	Key Message	Supporting Detail
9.6	Leave of Absence	The financial arrangements for leave of absence abroad for full-time permanent academic staff are managed by FSD.	<ul style="list-style-type: none"> • The Management & Financial Accounting team within FSD look after the financial arrangements for leave of absence abroad for full-time permanent academic staff. • These arrangements do not apply to leaves of absence spent at home or to staff who secure positions that do not require payment by the College of either salary, subsistence or travel costs. Nor do they apply to staff who receive full or partial salary but do not receive subsistence. • Leave of absence applies to two categories of leave: <ul style="list-style-type: none"> • Type 1 – for single term leave of absence, a minimum of half-salary will be paid to staff during their leave of absence. • Type 2 - for longer leaves of absences (Board type 2) a minimum of one-quarter salary will be paid to staff, during the whole period of the leave of absence. • All amounts paid as salary will be taxed under P.A.Y.E. in the normal way. • In addition to the salary payable under Types 1 and 2 above, subsistence may be paid. • In determining the level of subsistence, any outside funding (including fellowships, subsidised accommodation etc) received by the member of staff, will be taken into account. The budgetary provision, consisting of the level of salary paid to staff on leave of absence, the replacement costs, and the additional cost of living abroad, as evidenced by the Civil Service daily subsistence rates for the destination country, abated by 50%, will provide an upper limit for the level of subsistence. The cost of travel will also be taken into account and each case will be examined on its own merits. • In addition to subsistence, vouched travel expenses, paid to transport a member of staff and his/her family abroad and back (once) will not be taxed. • The above arrangements, operating since October 1986, are based on the acceptance by the Inspector of Taxes that the extra cost to a member of staff of performing his/her duties abroad, are wholly, necessarily, and exclusively expended in the performance of duties of his office or employment. They may be subject to review by the Revenue Commissioners at any time. • Please note that all subsistence/travel payments will be made directly to the recipient's bank account, the same account to which their salary payment is made. • Further information and the Leave of Absence Application Form which can be viewed at the following link: Leave of Absence

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Section	Heading	Key Message	Supporting Detail
9.7	Fixed Assets		
9.7.1	Equipment Acquisition & Disposal	<p>All acquisitions and disposals shall be made in accordance with the procedures prescribed by FSD and those valued over the threshold (€1,270) must be recorded in the Asset Register.</p> <p>Similarly, assets must be disposed of via the Web Asset Portal and detailed approval and recording requirements refer.</p>	<ul style="list-style-type: none"> The Head of School/Admin/Support function is responsible for the acquisition, use and security of equipment under their control including PCs, Laptops, Apple Macs and peripheral equipment. All acquisitions and disposals shall be made in accordance with the procedures prescribed by FSD. Acquisitions valued over the threshold (€1,270) must be recorded in the Asset Register. High value items (€50,000 or greater) purchased during the year should be entered immediately on the Asset Register and reported separately to Estates and Facilities by email to insurance@tcd.ie so that insurers may be notified. In general acquisitions of furniture will be the responsibility of Estates & Facilities. Before any items are disposed of to an external source, details of availability should be circulated to all College Areas through internal communication channels. All disposals must be made through the Web Asset Portal. Disposals should only be made following approval by the Head of Faculty / School / Department / Administrative Area and written evidence of such is required. These records must be maintained and made available for inspection by the College's external auditors. In addition, a copy of disposals over €10,000 should be sent to and/or will be requested by FSD on a quarterly basis. If any proceeds were received in respect of a particular disposal, then this should also be recorded on the register and in the documentation when the Head of Faculty / School / Discipline / Administrative Area etc. is signing off on the disposals. It is equally important when signing off on disposals to note if the disposal was a 'correction' (for example, the asset was initially entered with an incorrect price or disposed of because valued or it is a duplicate entry) rather than an 'actual disposal'. FSD need to record these transactions and report them to the Auditors accordingly. If furniture or equipment is sold to staff or third parties, an official College invoice should be raised in respect of the sale. Where VAT was reclaimed on the original purchase of the equipment, then VAT must be charged on any subsequent sale and shown separately on a VAT invoice. In all cases there must be a statement exempting the College from providing any warranty, express or implied, and stating that the goods are used and second-hand.

Section	Heading	Key Message	Supporting Detail
9.7.2	Equipment Acquisition & Disposal - Special arrangements	Additional steps are required the disposal of assets that have been separately insured or are purchased from research funds.	<ul style="list-style-type: none"> • Special Arrangements apply to: <ul style="list-style-type: none"> • Insurance – insurance@tcd.ie should be informed of any item that has previously required special insurance cover, which is sold, transferred to another area in College or otherwise disposed of, as the insurance arrangements may need to be amended or un-expired premiums recovered. • Sponsored Research Equipment - Equipment originally purchased with the aid of a grant from an outside body must be disposed of in accordance with the terms of that grant. In cases where ownership of the equipment passes to the College on completion of a project, the above procedures will apply. • For further information on Fixed Assets please see following link: Fixed Assets
9.8	Budget Planning & Allocation Model & 5-Year Forecasting	An overall annual budget is set for the University each year, with allocations made to each Faculty, School and Division via the Budget Planning & Allocation Model.	<ul style="list-style-type: none"> • Finance Committee and Board approve the annual University budget, which encompasses all activities of the University. • The Budget Planning & Allocation Model (BPA) refers to the mechanism by which the University allocates annual recurrent budgets to Faculties, Schools and Divisions. • The BPA Model is jointly managed by FSD and the Office of the Vice-Provost. • An explanatory booklet is available here: BPA Explanatory Booklet can be accessed at the following link: Financial Planning & Analysis • Multi-annual financial forecasts, informed by the University Strategic Plan, are presented to Finance Committee and encompass all University activities.

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10. Financial Policies

Section	Heading	Key Message	Supporting Detail
10.1	Travel Policy	In particular circumstances Travelling on behalf the University is appropriate and necessary and this policy seeks to manage travel expenses to ensure value for money, minimal environmental impact and reduced carbon footprint while safeguarding the use of public funds.	<ul style="list-style-type: none"> • The Board-approved Travel Policy formalises the practices currently in operation across Trinity (effective 1 December 2021). • Please note the following: <ul style="list-style-type: none"> • A detailed business reason or description of the project, work, fieldtrip etc. must be outlined on the reimbursement claim for audit purposes. All travel must be wholly, necessary and exclusively for the business of Trinity College. • Independent backup outlining the business purpose of the travel should be included in all claims. • Travelling companions must pay their own travel expenses directly. • Car hire must be pre-approved and if utilised, fuel will be reimbursed upon presentation of receipts. • Mileage can only be claimed by Trinity staff or External Examiners, and will be paid from home or TCD to the airport/station, whichever is the lesser. • All overseas travel (except when claimed from a research account) must be pre-approved, in writing, in advance by the authoriser/budget holder of the account to which the travel costs will be charged. • The maximum subsistence claimable is set out in the Travel Booklet, either as a per diem or on the basis of vouched receipts. • Subsistence is intended to cover the reasonable meal and accommodation costs incurred by those travelling on official duties for Trinity. • In the rare event whereby receipts are mislaid or unavailable, staff members are required to clearly identify this on the claim and ensure it is signed by the Head of School/Support Areas. • This applies to all sources of funding i.e. research or otherwise. • The full Travel Policy is available at the following link: Financial Policies & Procedures

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Section	Heading	Key Message	Supporting Detail									
10.2	Hospitality & Entertainment Policy (H&E)	This policy provides a clear set of principles and guidelines to ensure that all Hospitality & Entertainment expenses incurred are necessary, appropriate, reasonable and provide value for money.	<ul style="list-style-type: none"> This Board-approved “Hospitality and Entertainment Policy” (H&E) formalises practices that are currently in operation across Trinity (effective 25 January 2023). <ul style="list-style-type: none"> The Head of School/Head of Admin/Support function must authorise all H&E spend/claims for their area. H&E expenditure over €500 must be pre-approved by the authoriser. In normal circumstances, expenditure for alcohol will be permitted only up to one-third of the total restaurant bill. The list of attendees and their affiliations must be included on all expense claims. The Government Circular 25/2000 outlines the following spend limits: <table border="1"> <thead> <tr> <th></th> <th>Dinner</th> <th>Lunch</th> </tr> </thead> <tbody> <tr> <td>Executive Officers</td> <td>€51 per person</td> <td>€39 per person</td> </tr> <tr> <td>All other staff</td> <td>€45 per person</td> <td>€33 per person</td> </tr> </tbody> </table> <ul style="list-style-type: none"> A list of Executive Officers available at the following link: College Leadership The H&E Policy is available at the following link: Financial Policies & Procedures The Quick Guide for Travel and Hospitality & Entertainment Expenses is available at the following link: Financial Policies & Procedures 		Dinner	Lunch	Executive Officers	€51 per person	€39 per person	All other staff	€45 per person	€33 per person
	Dinner	Lunch										
Executive Officers	€51 per person	€39 per person										
All other staff	€45 per person	€33 per person										
10.3	Procurement Policy	This policy serves as a guide to all members of the University involved in the sourcing of Goods, Services and Works.	<ul style="list-style-type: none"> The Procurement Policy and Procedure Manual defines the policies, procedures and practices to be followed by all Office Holders and others with purchasing responsibility in Trinity and it can be found at the following link: Procurement Policies and Procedures https://www.tcd.ie/financial-services/procurement/policies-procedures/index.php 									
10.4	Gift Voucher Policy	This policy provides detailed guidance on the appropriate purchase and use of gift vouchers, which (as cash equivalents) are subject to Revenue obligations.	<ul style="list-style-type: none"> This policy sets out the guidelines and procedures for the purchase and distribution of gift vouchers acquired with University funds, identifying circumstances where the use of gift vouchers is appropriate and necessary. Trinity seeks to manage these costs in line with best practice and in an open and transparent manner to ensure value for money and safeguarding the use of public funds. As cash-equivalent instruments, gift vouchers (including book tokens) are governed by Revenue obligations and internal control requirements. It is the responsibility of the issuing area to return a copy of a Gift Voucher Log to Accounts Payable, FSD. The full policy is available at the following link: Financial Policies & Procedures 									