



## Payment of Compulsory Field Trip Expenses Form

- Print this document and complete all relevant sections below.
- Attach all relevant receipts/documentation as stated below.
- Scan this completed form, together with all supporting receipts and documentation, and forward by email to [fieldtrips@susi.ie](mailto:fieldtrips@susi.ie).
- This form should be completed and submitted with supporting receipts and documentation after your field trip.

### Personal Details

<b>SUSI Applicant Name</b>	
<b>SUSI Application No.</b>	
<b>Academic Year</b>	

### Schedule of Documents Required

In order to recover your allowable compulsory Field Trip expenses, please ensure that the following documents are attached (and tick appropriate boxes):

#### Travel Receipts ☐

- Airplane boarding cards (outbound/inbound) must be submitted.
- Only expenses incurred on public transport are allowable. Car fuel is not an allowable expense.

#### Accommodation Receipts ☐

- Please note that this relates to the cost of accommodation only, any additional charges are not refundable.

## **Declaration**

I hereby declare that in accordance with my statutory obligations pursuant to Article 36 of the Student Grant Scheme all of the information that I provide with this application together with all other information I may provide is full, complete and accurate in every respect.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Note:**

If the information or documents you provide contain a deliberate material omission or inaccuracy you may be liable to prosecution for a criminal offence which may lead to penalties including a fine, imprisonment or both in accordance with section 23 of the of the Student Support Act 2011; and/or loss of grant and repayment, with interest, of any grant received in accordance with section 24 of the Student Support Act 2011.