



Application for Payment of Compulsory Field Trip Expenses

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.

This form should be completed and submitted with supporting receipts and documentation after your field trip.

It is important that information submitted by the applicant and parties to the application is full, complete and accurate in every respect, as per Article 36 of the Student Grant Scheme.

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.

Academic Year

Personal Details

SUSI Applicant Name	
SUSI Application No.	W

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

Note: Airplane boarding cards (outbound/inbound) must be submitted.

Note: Car fuel is not an allowable expense as only expenses incurred on public transport are allowable.

Accommodation Receipts

Please note that this relates to 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