

Terms and Conditions for Tourism Ireland Event Travel & Subsistence Support



Attendees at all TI-led overseas leisure events (where industry have been recruited by either FI or TNI) will be eligible to claim up to 75% of their eligible costs of qualifying travel and subsistence subject to the following terms and conditions.

- a) Eligible events:
 - a. Eligible events include TI-led leisure events (including golf & luxury, excluding MICE) that are recruited by FI/TNI
 - b. Virtual events are not eligible for this support
- b) Eligible flight costs:
 - a. International flight costs (basic economy only) subject to a maximum cost as identified in the Appendix 1
 - b. Domestic/internal flights (basic economy only) that are required for attendance at Tourism Ireland-led events (e.g. US sales missions etc), subject to a maximum cost as identified in the Appendix 1
 - c. Claims for transport costs must be supported by submission of receipt or invoice for costs incurred
 - d. Costs of Covid-19 testing is not included
 - e. Baggage costs are allowable.
 - f. Taxi costs, parking fees and any other travel related costs are not eligible
 - g. Claims for bus/train travel taken outside of the island of Ireland in place of flights may be eligible for event support and will be considered on a case-by-case basis
- c) Eligible subsistence costs:
 - a. 75% of the per diem rates for each complete 24-hour period spent in-market as identified in Appendix II
 - b. The number of nights may include 1 night prior to the official start date of the event, all nights required during the event and include the final night of the event, subject to requirement
 - c. Any further/additional nights will be incurred at the expense of the industry member and are not covered under this scheme
 - d. Where your hotel stay is included in the event fee, you will not be eligible to claim subsistence

- d) Funding claimed under this scheme will preclude partners from claiming funding under any other scheme and claimants must confirm that none of the activities funded in this claim are being funded by other sources of public money, e.g., TI's IMAP/NI IMAP, Fáilte Ireland, Tourism Northern Ireland, Tourism Ireland market office, local authorities, or other publicly funded agencies/authorities.
- e) Funding is available subject to budget availability.
- f) All travel restrictions which apply at the date of the activity should be fully complied with.
- g) In the event of an approved activity being cancelled, funding is not transferrable to another activity without the prior written consent of Tourism Ireland.
- h) Applicants are strongly advised to ensure they have the requisite travel insurance in place in the event of cancellation, as costs of cancelled travel are not considered eligible.
- i) All payments by Tourism Ireland will be made after the activity has taken place and upon submission of receipts and supporting documents as set out in the **T&S Claim Form**, which will be emailed directly to you on confirmation of your successful recruitment for the event.
- j) All claims for travel must be supported by 3rd party invoices/receipts.
- k) Any item being claimed for in a currency other than that of the claim, should be translated into the claim currency at the average daily rate prevailing on the date the expense was incurred. Rates are available at www.OANDA.com
- l) All final claim submissions and accompanying receipts for all activities must be submitted to the appropriate market contact in full within 2 weeks of the completion date of the activity unless explicitly agreed in writing with Tourism Ireland.
- m) Where an overpayment occurs, Tourism Ireland will issue an invoice to individual members with a 30-day remittance term.
- n) All decisions are final, and Tourism Ireland reserves the right to terminate the programme or amend terms and conditions at any time.
- o) All information received by Tourism Ireland in applications and throughout the programme will be treated in confidence with regard to public disclosure, however Tourism Ireland reserves the right to share information with Failte Ireland &/or Tourism Northern Ireland to ensure no activities are double funded.
- p) Tourism Ireland shall process the Personal Data** it receives as part of this engagement, as reasonably required to meet its legal or regulatory obligations or for its other reasonable business purposes (including quality control and administration) and may disclose Personal Data to any third parties including its subcontractors, regulators and any party based in any jurisdiction including a jurisdiction outside the European Economic Area provided that such

disclosure is reasonably required in connection with such purposes and is at all times in compliance with applicable Data Protection Legislation**

- q) For more information on how Tourism Ireland handles your personal data, please see our privacy policy; <https://www.tourismirelandindustryopportunities.com/privacy-policy>
- r) Please email any enquiries to: eventsupport@tourismireland.com
- s) Please note that only one rep per company is eligible to claim event support

Appendix 1 – Flights Allowances

Maximum International Flight Cost Guidelines:

Location	Rate (Euros)	Rate (GBPs)
Return flights island of Ireland - GB	300	260
Return flights island of Ireland - Europe	500	430
Return flights within Mainland Europe	300	260
Return flights island of Ireland – US/Canada	900	775
Return flights island of Ireland – Australia/New Zealand/ GCC destinations	1,000	860

- All flights must be on an economy basis only
- For flights in only one direction the limits are 50% of the above amounts

Internal/Domestic Flights Cost Guidelines:

TI Sales Missions 2022 Maximum Costs

- US East Coast Sales Mission: estimate max €100/£86 per flight
- US West Coast Sales Mission: estimate max €160/140 per flight
- Canada Sales Mission: estimate max €210/£180 per flight
- GCC Sales Mission: N/A no internal flights required

All flights must be on an economy basis only

The above amounts are for one-way flights and should be doubled if return flights are required.

Appendix II – Per Diem Allowances

The following “Per Diem” rates apply per complete period of 24 hours spent out of Ireland, to cover the cost of accommodation and meals on an unreceipted basis, necessary to carry out your approved activity. By submitting your Event Support Claim form, you are confirming that you have spent at least the amount per day outlined below in the table. Tourism Ireland reserves the right to request receipts to demonstrate that the full time required, and amount has been spent in market. Participants found to have claimed for more than spent and/ or time not actually spent away lose the right to any reimbursement of the per diem amounts.

Location	Rate (Euros)	Rate (GBPs)
Great Britain/ Australia/New Zealand	250	215
Switzerland/GCC	290	250
Canada	200	170

US/ Germany/ France/ Spain/ Italy/ Netherlands/ Belgium/ Nordics/ Austria	240	205
--	-----	-----