

Equality, Diversity and Inclusion (EDI) Procedures for Funding

Funding in relation to projects:

1. Complete the [EDI Application for Funding](#) and return to Irene.gallagher@dit.ie
2. Approval for funding will be communicated to the claimant as soon as possible.
3. When approved, the EDI Office will raise a *Budget Diversion* to transfer funds appropriately.

Reimbursement of expenses incurred when attending EDI related events:

1. Complete [EDI Application for re-imbusement of expenses](#): EDI Expenses form. and return to Irene.gallagher@dit.ie
2. When the application for funding has been approved, the expenses claim should be submitted, in the usual way, via Core portal, using the appropriate budget code related to the claimant's department.
3. A copy of the expenses claim and copies of all receipts and other relevant documentation should be forwarded to the EDI Office.
4. When the relevant documentation, as above, has been received, a budget diversion will be raised by the EDI Office to reimburse funds appropriately.