

Galway CNME Process Flow for the Funding of Seminar / Conference

Seminar / Conference Funding Application Received by the CNME via email cnme.guh@hse.ie



Approval Email sent to Applicant and Applicants Line Manager / HR & Payroll Self Service / NiSRP Approver



The applicant must claim reimbursement for the approved course fees within 8 weeks of their successful completion of the seminar / conference by email attaching the evidence of attendance and proof of payment to the CNME Galway.



Once the CNME Galway has approved the applicant for reimbursement, a letter outlining the amount to be reimbursed will be sent to the applicant and the applicants Line Manager / HR & Payroll Self Service / NiSRP Approver



The applicant's Line Manager / HR & Payroll Self Service / NiSRP Approver will approve for payment on the NiSRP system once they have received the correspondence from the CNME and the applicant has applied for reimbursement through NiSRP