

Travel and Subsistence Policy for Clare Public Participation Network 2019

Purpose: Travel and Subsistence Policy for members conducting PPN business.

Scope: Secretariat Members, Clare PPN representatives and other PPN members if requested by the secretariat to travel on PPN business.

Policy and Procedures:

PPN Representatives (those representing the PPN on local decision making structures) are entitled to make a request for travel and subsistence expenses for carrying out approved PPN business. A request for travel expenses can only be made when travel and expenses cannot be covered by another source (the committee being attended).

What Travel is Eligible?

- Travel by PPN representatives to the Secretariat Meetings and any other events organised by the PPN or external organisation which Clare PPN wishes them to participate in.
- Travel may be by standard class public transport or private car.
- PPN Representatives who do not have access to other means of transport may use taxis only upon prior approval of the PPN Secretariat.

Making Travel/Subsistence Claims:

- Claims will only be made when payment of expenses cannot be covered by another source.
- Members must state the **start** and **end** point of each journey, the form of transport, and the purpose of the journey.
- Receipts: Other than mileage and agreed subsistence rates no reimbursements will be made unless receipts are submitted. (E-mailed photos, scans or originals are acceptable).
- Claims for travel and subsistence will be processed through online banking only.
- Clare PPN runs an annual budget and claims may only be made within the year they are incurred.
- To submit a claim fill in all details on Clare PPN's official claim form and send by e-mail to admin@clareppn.e or by post with receipts to **Clare Public Participation Network, Clonroad Business Park, Clonroad, Ennis.**

Rate of Travel and Subsistence

Official Motor Travel Expenses - (Public Sector from 1st April 2017 to present)				Official Subsistence Rates - (Public Sector from 1st April 2017 to present)			
Engine Size	0 – 1200cc	1200 – 1500 cc	1500cc and over	After 5 hours	After 10 hours	Overnight	Overnight Dublin
Cents per km	37.95	39.86	44.79	13.71	33.61	133.00	167.00

Authorising Claims:

Claims will be processed by Clare PPN's Administrator and Authorised by Clare PPN's finance officers.

Reimbursement of Expenses:

Expenses will only be reimbursed if they are:

- Submitted on the Clare PPN Travel and Subsistence Claim Form which is fully completed in line with this policy
- Accompanied by original receipts or e-mail photos/scans of receipts where appropriate – **receipts are not necessary for agreed mileage and subsistence rates.**
- Appropriately authorized as above.

Other Expenses:

Should payment of childcare expenses, or for example payments for missed meals for those living in direct provision be necessary to enable participation by secretariat members or Clare PPN representatives in PPN activities those representatives should seek prior approval by contacting admin@clareppn.ie before incurring those expenses. Childcare expenses will be limited to a maximum of €15.00 per hour and may only be charged for the duration of the event plus the travel time to and from the venue.

Overnight expenses: Clare PPN will not be paying overnight expenses for travel to any event unless an overnight stay has been approved in advance by the secretariat.