



etb

Bord Oideachais agus
Oiliúna Dhún na nGall
*Donegal Education and
Training Board*

Donegal Education and Training Board

Travel and Subsistence Policy

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Policy Owner	Sharon McColgan, Head of Finance	
Policy applies to: (as bolded)	All Staff All Board and Committee Members	
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1 PURPOSE and SCOPE

This policy applies to all persons who incur travel and subsistence expenses on behalf of Donegal ETB in respect of necessary authorised journeys/absences that are actually and necessarily incurred, on the Board's business. Payments are in accordance with procedures, conditions and rates laid down by the Minister for Education/Department of Public Expenditure National Development Programme Delivery and Reform (DPER NDP D&R), and also having regard to the requirements set out in the Revenue Commissioners Tax and Duty Manual, and are based on the Kilometre measuring distance. Details are available on the ETB Website or alternatively from the Finance Department.

The policy outlines the ETB's approach in general terms and is not expected to cover every possible situation.

Journeys shall be planned to reduce the total cost of expenses to the minimum, consistent with efficiency and economy. It shall be the responsibility of staff using their vehicle in the performance of official duties to ensure:

2 ECONOMIES ARE MAXIMISED:

- a) Travelling Expenses are only payable where public transport is not practical, available or does not represent the economy.
- b) The shortest and most likely economical route and mode of transport shall be used. However, it is recognised that on occasion, such systems may not always produce the most practical or utilised Primary route(s). In these circumstances, use of Primary routes is permissible. Finance staff will use Google Maps or an equivalent to verify journey distances. A tolerance will also be built into this consideration. The tolerance will be set not to exceed 20km per single journey or 10% (whichever is the lesser), at the discretion of the Finance Department. Any exceptions to this will require the written approval of the relevant Director, Head of Finance and Director of OSD.
- c) Expenses shall not be paid in respect of any portion of a journey which covers all or part of an employee's usual route between home and headquarters except in exceptional circumstances whereby an employee is required to undertake travel for events/obligations outside of or over and above normal working hours.
- d) Where more than one officer is travelling to the same area, arrangements should, where feasible, be made to avoid duplication of the use of officers' own cars.
- e) Where an officer proceeds on an official journey direct from home or returns home direct, the travel and subsistence allowances payable will be calculated by reference to the distance from home or headquarters, whichever is the lesser.

3 LEGAL COMPLIANCE IN RESPECT OF MOTOR INSURANCE, DRIVING AND VEHICLE LICENCES:

- a) Evidence of such compliance shall be made available on request to the Finance Department.
- b) Prior to the use of his/her own motor vehicle a claimant must be appropriately insured for the purpose of the Road Traffic Act, 1961.
- c) Motor Insurance Policies in respect of all claimants must cover official use of the

vehicle and should indemnify Donegal ETB or have the appropriate Business Class Insurance in place. It is the responsibility of the individual to explain to his/her Insurers the extent of use of the vehicle.

- d) The Education and Training Board, the Department of Education or the State, will accept no liability for any loss or damage resulting from the use of the said motor vehicle on official business, including professional development.

4 OVERNIGHT & DAY SUBSISTENCE IS ONLY CLAIMED WHERE THERE IS NECESSARY ABSENCE:

- a) An overnight allowance covers a period up to 24 hours from the time of departure as well as any further period not exceeding 5 hours. An overnight allowance will not generally be payable in respect of a necessary absence on official business that is within 100km of an officer's home or headquarters (whichever is the lesser). However, in exceptional circumstances and where a department is satisfied that an operational need exists, an overnight allowance may be paid for an absence on official business at any location within the above distance limits but in excess of 50km of home or headquarters (whichever is the lesser).(CL 11/82 and 15/2015).
- b) The 5 Hour Subsistence Allowance is not payable for an absence at any place that is within 8 km of a person's home or headquarters. (whichever is the lesser).
- c) Claims shall be adjusted for meals and/or appropriate hospitality provided e.g. Members-ETB/Selection Boards, Meetings.
- d) A Vouched Accommodation (VA) rate continues to apply where officers/members encounter difficulties in sourcing suitable accommodation in Dublin within the standard rate. In such cases, a Vouched Accommodation Rate will remain the vouched costs of accommodation up to a limit of the standard overnight rate plus (2 meal – 10 hour rate). In accordance with existing policy, where an officer/member sources accommodation that exceeds the cost of the standard overnight rate or vouched accommodation rate as appropriate, they will be solely responsible for meeting the additional accommodation expense. Accommodation costs while claiming the VA rate must be vouched.

5 RETENTION OF DOCUMENTATION:

- a) Official Journeys should be approved in advance by your Line Manager/claim approver. It is recommended that a record should be maintained by the claimant to include relevant details of the journey undertaken. Original documentary evidence of other relevant Out of Pocket Expenses such as Bus/Train/Car Park/Road Tolls/Ferry/Flights etc. shall be scanned and attached to each Claim to facilitate the approval process.

6 PRE-TRAVEL APPROVAL REQUIREMENTS:

Any Staff/Board Member/Board of Management etc. travelling on ETB related matters should obtain approval from their line manager/relevant approver in advance of undertaking travel. Claims for reimbursement of Travel & Subsistence will not be paid where the relevant approver has not authorised the travel in advance. Approval of a claim by the authoriser will be taken as evidence the travel was approved.

T&S for attendance at Conferences/Seminars.

Travel & Subsistence will be paid in accordance with the rates set out in the relevant circular from DE/DPER NDP D&R in force at the time the T&S is incurred.

T&S for attendance at Continuous Professional Development (CPD).

Travel will be paid at the reduced rate in accordance with the rates set out in the relevant circular from DE/DPER NDP D&R in force at the time the T&S is incurred. Subsistence will be paid at the wholetime rate.

7 FOREIGN TRAVEL (WHERE YOU INCUR T&S WHILE STAYING ABROAD)

Foreign Travel must be approved, in writing, in advance by the Claimant's Line Manager, relevant Director and Chief Executive. The only exception to this rule is in relation to Léargas Projects whereby the foreign travel forms part of the overall Project Plan and the contracts are signed by the CE.

8 ETB BOARD MEMBERS, BOARDS OF MANAGEMENT, FINANCE AND AUDIT COMMITTEES or OTHER BOARD COMMITTEES.

- a) Travel allowances for members of boards of management are to be capped at 20km per single journey by private car. Where travel is undertaken by bus or train, only vouched expenses will be payable. (CL 0039/2017)
- b) Subsistence allowances will not be payable to members of boards of management for attendance at board meetings.
- c) External members of Audit or Finance Committees who are in receipt of a fee for attendance at the Audit or Finance Committee are not entitled to claim travel and subsistence expenses.

9 IN-SERVICE EXPENSE CLAIMS

In-service claims must be submitted on the appropriate in-service form. A certificate of attendance, signed on the day by the course organiser must accompany the authorised allowance claim.

10 STAFF EMPLOYED ON A SHARED BASIS BETWEEN ONE OR MORE LOCATIONS:

Travel & Subsistence will be paid in accordance with the rates set out in the relevant circular from the DE/DPER NDP D&R in force at the time the T&S is incurred and in accordance with relevant agreements in force at the time.

11 INVITED ATTENDANCES:

Travel & Subsistence will only be payable in instances where attendance and officiating are part of the official function / role of the relevant member of staff / ETB / BoM Chairperson or Deputy Chairperson. However, in the event that attendance at events are related to, but not part of official duties, this will be reviewed on a case by case basis and approved by the Head of Finance.

12 PAYMENT OF CLAIMS

- a) Claims must be submitted in a timely manner (preferably monthly) and in all cases no later than 3 months after the journey being undertaken. Claims in excess of 3 months will require the following approval:

Claims 3 - 6 months - Relevant Director (OSD/Schools/FET)

Claims >6 months - Director of OSD or CE

Claims in excess of 1 year will not be refunded except in very exceptional circumstances and solely at the discretion of the CE.

Line managers may require submission of claims in a shorter period where necessary for budgetary or reporting purposes.

- b) All claims for reimbursement of travel and subsistence must be authorised by the appropriate line manager/budget holder.
- c) All claims must include:
- Purpose of the journey
 - Mode of transport used
 - Cubic capacity of the engine if private transport is used
 - Date(s) and times of departure from and return to place of work/claimant's residence
 - Number of kilometres travelled.
 - Subsistence where appropriate to be entered
 - Select Cost Centre/Project Code/Analysis code
 - Eircode and the Destination name to be entered
- d) Incomplete/incorrect claims will be returned to the authoriser/claimant for amendment and re-submission and will result in late payments.

13 AUTHORISATION PROCESS:

- a) Chief Executive's Claims to be approved for payment by the Director of OSD.
- b) All other Staff Claims to be approved for payment by the relevant Line Manager.
- c) Members Claims to be approved by the Chief Executive.
- d) Selection Board Members Claims to be approved by the Head of Human Resources.

14 LIMITATIONS ON T&S EXPENDITURE:

- a) Travel & Subsistence expenditure in respect of the General & Post Primary Scheme is subject to the limit advised by the Department of Education under this heading in the annual Approved Letter of Determination and Donegal ETB must take all steps necessary to ensure compliance with the notified limit.

Travel & Subsistence Expenditure in respect of Further Education and Training (FET) is subject to the limit outlined in the Funding Allocation Request Document/Funding Bid.

- b) Travel & Subsistence expenditure in respect of all other Programmes must be funded from within the Approved Non-Pay or overall Approved Budget in respect of each Programme as appropriate.

15 EXCEPTIONS

Any exceptions arising on foot of this policy, or items not contemplated by this policy will require to be referred to the Head of Finance, Director of OSD, and/or the Chief Executive for determination and should be done in advance of expenditure being incurred.

16 REVIEW

This policy will be subject to review on a biennial basis in accordance with organisational needs and/or where it is necessary to do so due to changes in DE/DPER NDP D&R Circular Letters, legislation or other such situations