



ST. PATRICK'S CENTRE, KILKENNY

Policy Document

POLICY TITLE:

Travel & Subsistence Policy

Prepared by:
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30.07.2021

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Policy Number

39 – Other Policies

Approval By

Signed: _____

CEO

Signed: _____

Board Member

Mission Statement

Utilising our resources and skills to provide intentional supports for the people we support; enabling them to live full and inclusive lives by contributing to and enriching the fabric of their local communities.

SPC partners with external agencies and community services to facilitate '*ordinary lives in ordinary places*'

Vision Statement

People supported will live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

| | | |
|-----------------------------|--------------------------------------------------|-----------------------------------|
| Review Date: 30.07.2021 | Amendments Required Development of new policy | New Revision Status 30.07.2023 |
| Reviewed By: Niamh Maher | Approved By: Signed: _____ CEO | |

Contents

| | | |
|------|--------------------------------------------|----|
| 1.0 | Introduction..... | 3 |
| 2.0 | Purpose..... | 3 |
| 3.0 | Scope of Policy | 3 |
| 4.0 | Definition..... | 3 |
| 5.0 | Non-Domestic Travel..... | 4 |
| 6.0 | Air, Travel and Accommodation..... | 4 |
| 7.0 | Authorisation for Travel | 5 |
| 8.0 | Use of Personal Vehicle for Travel | 5 |
| 9.0 | Other Reimbursable Expenses | 6 |
| 10.0 | Non Reimbursable Expenses | 7 |
| 11.0 | Approval Protocol for Expense Claims | 7 |
| 12.0 | Roles & Responsibilities | 8 |
| 13.0 | Appendix 1: | 10 |
| 14.0 | Appendix 2..... | 11 |
| 15.0 | Appendix 3..... | 12 |

1.0 Introduction

This document provides guidelines and establishes procedures for employees incurring business travel and other related expenses on St. Patrick's Centre's ("the Company's") behalf.

2.0 Purpose

The purpose of this policy is to ensure all employees have a clear and consistent understanding of policies and procedures for business travel and other business related expenses. The following procedures are intended to:

- Meet the business objectives of St. Patrick's Centre (Kilkenny)
- Ensure the economic use of resources
- Ensure compliance with Revenue Commissioners guidelines on payment of travel and subsistence expense

3.0 Scope of Policy

This regulation applies to all St. Patrick's Centre (Kilkenny) employees. It is based on the HSE regulations in place under NFR-05.

4.0 Definition

Travel and Subsistence expenses are payments by an employer which do no more than reimburse an employee for allowable travel and subsistence expenses. These payments may be made tax-free in certain circumstances, in accordance with legislation. The expenses concerned must have been incurred "wholly exclusively and necessarily" in the performance of the duties of employment.

General Rules

- Expenditure on travel and subsistence will be strictly monitored. It is the duty of the Line Management to ensure that only essential travel is undertaken and that the number of officers absent on official business is kept to an absolute minimum.
- The subsistence allowance payable is not intended to meet the whole cost of subsistence when away from the office and is not intended as a source of emolument or profit.
- Mileage rates payable are in line with those issued by the Department of Health and the Department of Finance.
- The current rates payable for both mileage and subsistence are attached in Appendix 2.
- Company Travel Grid to follow is available in Appendix 3.
- All Line Managers are required to approve Expense Claims for the employees that report to them.
- Line Managers shall ensure that where staff are travelling to a location for the purposes of receiving training that claims shall only be processed where the travelling to the training course has been pre-approved by the Line manager.

Approvers are responsible for:

- Seeking finance approval, in advance, for any non-domestic travel. Trips where prior authorisation is not received may not be eligible for re-imburement.
- Authorising expense claim forms and ensuring their accuracy prior to submission to the Finance Team.

- Ensuring that the expenses incurred by employees are kept at a reasonable level, thus helping cost containment within the Company.

Employees are responsible for:

- Preparing and submitting expense claims promptly and accurately. Expenses must be submitted on an Expense Claim Form and accompanied by all necessary receipts or other supporting documentation. See Appendix 1 for a copy of the Expense Claim Form.
- Checking the accuracy of bills etc., before paying/accepting them
- Arranging business travel in a cost-effective manner (e.g. scheduling meetings to minimise expenditure where trips could be combined, making reservations as far in advance as possible to take advantage of possible savings)
- Taking all necessary security precautions to reduce risk of theft to a minimum. Loss of company or personal property must be reported to the Finance Manager

5.0 Non-Domestic Travel

Any non-domestic travel must be approved, in advance, by the Finance Manager. Arrangements for flights etc. will be made once approval is granted. If applicable the subsistence rate payable will be confirmed by the Finance Department at the time of booking the travel.

6.0 Air, Travel and Accommodation

All requests for foreign air travel, foreign hotel accommodation and internal domestic flights MUST be pre-approved by the Finance Manager.

The following are the authorisation levels required:

| | |
|--------------------------|-----------------|
| Sector | Approving |
| Europe and International | Finance Manager |

It is the responsibility of the employee to obtain the necessary approvals in a timely manner. Where practical, obtain approval from the Finance Manager - minimum of 2 weeks prior to departure date.

Class of Air Travel:

The following principles should apply in relation to the class used:

- It is expected that Departments will use economy class travel including internet (low-cost carriers') fares for short-haul flights.
- Cheaper restricted fares should be used where the travel abroad is regular and predictable and changes to travel are unlikely to occur.
- There are a range of fully flexible economy fares, but these should be used only where it can be shown that the flexibility provided and the extra cost of the ticket are warranted compared to the potential cancellation cost of a restricted internet/economy ticket.
- Premium economy class travel may be used (where available) or long-haul flights where the additional flexibility afforded is considered necessary for the effective discharge of official business. Business class travel should be confined to limited situations where the Head of the

Department is satisfied that the additional cost can be justified in relation to the length of the flight and the official business to be conducted.

- e) As a general rule first class travel should not be used. If it is considered that there are very exceptional circumstances where the use of first-class travel is justified for business reasons, the written permission of the Head of Department should be obtained beforehand and the reason justifying it should be recorded.

With regard to premium economy and business class travel, Departments should undertake an annual evaluation of the type of trips taken and ensure that in all situations in which premium/business class travel was utilised, this was warranted by the circumstances prevailing. The need for additional flexibility afforded by such fares should be weighed against the savings which would accrue from using economy class fares.

Departments should not pay the travel costs of persons who have no direct connection with the Department and have no role in the official business being conducted during a trip other than in exceptional circumstances where a specific invitation is extended by a host country for a special occasion and the appropriate Minister has certified that attendance is in the public interest.

In no circumstances is it permissible to "trade down" premium tickets to enable another person who is not a member of the staff of the department to travel free of charge or at a reduced rate. If for any reason it is decided to downgrade the class of travel the saving must be returned to St Patricks Centre. Submission of expenses claim for foreign travel:

- a) Travel claims must be submitted within 1 month of completion of a business trip.
- b) All expense claims must be submitted on the standard form, signed by the claimant and counter-signed by the authorising officer.
- c) Original receipts for all incidental expenses incurred during official travel (e.g. taxis, bus tickets etc.) must be submitted with travel claim.

Prior approval of foreign hotel/accommodation costs must be granted by the Finance Manager. Employees should arrange payment of their hotel bills which will be reimbursed through subsistence payments.

7.0 Authorisation for Travel

Each Line Manager must authorise travel in advance for their staff.

8.0 Use of Personal Vehicle for Travel

A staff member may only use their own car for travel purposes in the following circumstances:

- Where there is no suitable public transport available
- Where public transport is available only at equal or greater expense
- Where the use of public transport would result in the loss of official time which it is necessary to avoid

Rules Governing the Payment of Travel Expenses

- Travel allowances are payable only in respect of necessary absence from the normal place of work.

- All travelling should be planned so as to reduce the total amount of travel to the minimum consistent with efficiency
- All official travel should be by the shortest practicable routes (please refer to Appendix 3 Travel Grid) and by the cheapest practicable mode of conveyance. Return Tickets, contract, season or other cheap tickets should be used wherever a saving in travelling expenses is secured.
- Where more than one employee is travelling to the same place, arrangements should be made, where practical, to travel together and to avoid any unnecessary duplication of the use of an employee's vehicle
- Taxis and car hire should only be used where there is no public transport available
- In the case of an officer who uses his own car where public transport could have been used (as in the case of an official journey from Cork to Dublin), without detriment to the public interest, the amount to be allowed for the officer's own car in respect of mileage allowance must not exceed the cost of public transport (including that of passengers whose travelling expenses would be payable from public funds).
- Travel expenses will not be paid in respect of any portion of a journey which covers all or part of an employee's usual route between their home and place of work. Mileage allowances are paid from the place of work to the destination or from the employee's home to the destination; whichever is shorter
- Employees who are claiming mileage expenses will be reimbursed using the mileage rates approved by the Minister for Health and Children. The current rates applicable are included in Appendix 2. These rates are subject to change and if they are changed a communication will be issued to all employees confirming the new rate payable.
- Travel expenses will not be paid to an employee unless they provide all details stipulated in the Travel Claim Form (see Appendix 1). Partially completed forms will be returned to the claimant for completion and will not be processed until all details are provided.

Rules Governing Payment of Subsistence Allowances

- Employees who are required to be away from the office will be paid subsistence rates at the rates currently issued by the Department of Health. (See Appendix 2 for current rates payable)
- Subsistence allowances are payable only in respect of necessary absences from the office.
- A day allowance is not payable for any absence at any place within 5 kilometres of the employee's home or office. Day allowance is only paid in respect of absence from home or office of 5 hours or more. The time spent on journeys between an employee's home and the office or vice versa will not be included in the calculation of these 5 hours.
- Subsistence Allowances are not payable to staff who are accompanying Service Users on day trips. This is covered under the rules governing the use of Company Petty Cash.
- Night Allowance will not be payable for an absence at any place within 50 kilometres of an employee's home or place of work. The night allowance covers a period of 24 hours from the time of departure as well as any further period not exceeding 5 hours.
- A Night and Day Allowance is not payable for the same period of absence unless the last period of 24 hours is exceeded by 5 or more hours.
- A Day Allowance is not payable to any employees that are transferred to an alternative place of work. (i.e. where an employee is working in a Community House)

9.0 Other Reimbursable Expenses

Employees will be reimbursed for the following miscellaneous expenses

- Parking; when an employee is at an off-site meeting
- Taxi; where there is no alternative public transport available

10.0 Non Reimbursable Expenses

The following are examples of non-reimbursable expenses:

- Fines – Parking/Travel Violations
- Personal Entertainment when offsite
- Personal travel if this is combined with a business trip
- Clothing
- Magazines/Books
- Excess Baggage Charges
- Car Valeting Charges

Please note that these lists are not exhaustive

11.0 Approval Protocol for Expense Claims

- Expense claims should be submitted on a monthly basis on the attached claim form in Appendix 1. If an employee is unsure of how to complete the form, they should contact either their Line Manager or the Finance Team.
- All expense claims should be submitted to the Line Manager for approval before being sent to the Finance Team for authorisation and payment.
- Board members expenses must be authorised and approved by the Board prior to payment being issued by the Finance Department.
- Expense claims submitted more than three months after the travel period may not be reimbursed.
- Where an expense claim is not fully completed it will be returned to the individual employee and this may result in a delay in the payment of the expenses.
- Only expense claims submitted on the official Claim Form will be reimbursed. Any claims submitted in other formats will be rejected by Finance.
- All claims must include the following information:
 - Employee Number
 - The Date of the Journey
 - The reason for the journey
 - Time of Departure and Return to Work
 - The location and Mileage involved
 - The subsistence rate claimed
 - Other expenses should be stated separately

Records to be Kept

Records must be kept of all travel expenses/claims approved and sent to Finance for payment. These must be held for a period of six years unless the Revenue Commissioners state otherwise. These documents must be made available to both internal and external auditors if/when requested. The records must include the following:

- Employee Travel Expenses Forms
- Copies of all payments made to employees
- Copies of receipts accompanying claim forms

12.0 Roles & Responsibilities

Board of Director – St Patricks Centre:

The Board of Directors is committed to the highest standards of openness and accountability in all processes and it is the responsibility of the Board to:

- Ensure it has suitable policies and practices in place to protect the HSE from illegitimate expenditure, and to ensure that monies are used appropriately and effectively.
- ensure that it communicates its policy to employees in a formal policy statement.

Chief Executive Officer (CEO):

The CEO of St Patricks Centre carries overall responsibility for the appropriate spending of the budget allocated to St Patricks Centre, and is accountable to the Board for specific failures.

Line Management:

Line Managers are delegated the responsibility of maintaining proper accountability and control of the claims from officers within their jurisdiction by

- Ensuring this regulation and other applicable guides has been communicated to each employee in his/her area of responsibility.
- Setting example by complying fully with procedures and controls.
- Discouraging fraud and loss to the HSE by assigning proper responsibility.

Employees:

Every employee has a responsibility to ensure that all claims are timely, accurate and relate wholly and exclusively for the purpose of the performance of their duties.

Segregation of Duties:

It is the responsibility of each Line Manager to ensure appropriate segregation of duties to eliminate possibility of collaboration.

Local Procedures:

- Each location must prepare and implement a procedure outlining the local process and officers designated for particular tasks. This procedure must be available for review purposes to Internal Audit and the Office of the Comptroller and Auditor General upon request.
- All employees who are involved in the process must be fully inducted in the workings of the procedure.
- These procedures shall designate individuals within the division to implement the policy and procedures.
- Officers must fully understand their responsibilities and it is the responsibility of each location Line Manager to ensure that all officers are made aware of their roles and respective responsibilities.

Interdepartmental Communication:

It is the responsibility of each Line Manager to ensure that there is effective co- ordination between their location and Finance Team to ensure timely approval and processing of claims and payments. Each business unit must prepare and implement a procedure outlining this communication process. This procedure must be available for review purposes to Internal Audit and the Office of the Comptroller and Auditor General upon request.

Training:

- Each location should train all current employees on the policies and procedures of this regulation and should train every new employee as part of the employee's initial induction.
- Furthermore, the policy should set a schedule for continuing refresher training to ensure that employees remain vigilant with respect to their obligations.

Reporting of Irregularities:

Any member of staff who considers that there may have been an irregularity that could lead to misappropriation of funds or an instance of fraud must communicate the facts surrounding this instance in writing to their Line Manager immediately. The Line Manager to whom the matter has been reported must inform their manager or equivalent and the Finance Manager for appropriate action.

Audit:

- The external and internal auditors of SPC and the HSE have the right to unrestricted access to all premises, vouchers, documents, books of account, and computer data and to any other information which they consider relevant to their enquiries and which is necessary to fulfil their responsibilities. Both internal and external auditors also have the right to verify assets and the right of direct access to any employee or person responsible for the administration or management of HSE funds with whom it is felt necessary to raise and discuss such matters.
- Sample checks by auditors may take place at regular intervals in each financial year.
- Every officer shall attend at such place and at such time as may be appointed by the Auditor and shall submit his/her records, books and accounts for examination and checking.
- Where any irregularities are disclosed at the checking of the accounts of an officer, the internal/external Auditor shall report such irregularities to the Finance Manager who shall cause a full investigation to be made and shall take all necessary action.

13.0 Appendix 1:

Cars (rate per kilometre)

| <i>Motor travel rates (from 1 April 2017)</i> | | | |
|-----------------------------------------------|------------------------------|---------------------------------|---------------------------------|
| Distance band | Engine capacity up to 1200cc | Engine capacity 1201cc - 1500cc | Engine capacity 1501cc and over |
| Up to 1,500 km (Band 1) | 37.95 cent | 39.86 cent | 44.79 cent |
| 1,501 - 5,500 km (Band 2) | 70.00 cent | 73.21 cent | 83.53 cent |
| 5,501 - 25,000 km (Band 3) | 27.55 cent | 29.03 cent | 32.21 cent |
| 25,001 km and over (Band 4) | 21.36 cent | 22.23 cent | 25.85 cent |

Day allowances

| <i>Domestic day subsistence rates (from 1 July 2019)</i> | |
|----------------------------------------------------------|--------|
| Period of assignment | Rate |
| Ten hours or more | €36.97 |
| Between five and ten hours | €15.41 |

*The assignment must be outside eight kilometres of the employee's home or normal place of work.

14.0 Appendix 2

| KM's | Ardeevin | Blossom Hill | Brod | Ceol | Clannad | Cluain Meala | Country Lodge | Cumas | Damara | Danville Business Park | Deansgate | Dinan Lodge | Fuchsia | Hillside | Idrone | Jula | Kilfane House | Lolek | Lunula | O'Hana | Parkview | Renua | Roseville | The Bungalow | Tochuir | Tus Alainn | Tus Nua |
|------------------------|----------|--------------|------|------|---------|--------------|---------------|-------|--------|------------------------|-----------|-------------|---------|----------|--------|------|---------------|-------|--------|--------|----------|-------|-----------|--------------|---------|------------|---------|
| Ardeevin | - | 24.5 | 18.4 | 37.1 | 13.8 | 17.3 | 23.8 | 16.9 | 23.5 | 20.9 | 17.7 | 7.7 | 21.8 | 11.6 | 39.8 | 34.1 | 33.9 | 21 | 44 | 38.5 | 19 | 19.3 | 22.7 | 24.4 | 46.2 | 21.1 | 19.3 |
| Blossom Hill | 24.5 | - | 3.8 | 14.8 | 21.9 | 3.1 | 550m | 3.9 | 1.4 | 4.6 | 2.4 | 16.8 | 3.5 | 23.6 | 26.7 | 14 | 18.7 | 4.6 | 20.7 | 15.2 | 7.6 | 7.9 | 1.9 | 5.5 | 22 | 4.7 | 7.9 |
| Brod | 18.4 | 3.8 | - | 14.7 | 15.7 | 1.8 | 4.2 | 3.3 | 3.9 | 5.8 | 1.9 | 10.7 | 4.6 | 20 | 25.9 | 17.6 | 17.2 | 5.7 | 21.4 | 15.9 | 3.3 | 3.7 | 3.1 | 7.1 | 23.7 | 5.8 | 3.6 |
| Ceol | 37.1 | 14.8 | 14.7 | - | 16 | 16 | 13 | 16.8 | 13.3 | 16.5 | 16.3 | 28.7 | 14.8 | 36.5 | 37.7 | 5.3 | 24.5 | 16.5 | 8 | 2.2 | 19.5 | 19.8 | 13.8 | 14.1 | 21.5 | 16.6 | 19.8 |
| Clannad | 13.8 | 21.9 | 15.7 | 16 | - | 14.6 | 21.1 | 14.2 | 20.9 | 18.3 | 15.1 | 9.8 | 19.1 | 24.1 | 25 | 31.4 | 31.3 | 18.4 | 41.4 | 35.9 | 16.3 | 16.6 | 20 | 21.7 | 43.5 | 18.4 | 16.6 |
| Cluain Meala | 17.3 | 3.1 | 1.8 | 16 | 14.6 | - | 3.2 | 1.9 | 2.9 | 3.9 | 800m | 10.2 | 4.8 | 22.3 | 22.9 | 16.6 | 17 | 4 | 23.6 | 18.1 | 1.7 | 2 | 2.1 | 7.3 | 23.9 | 4.1 | 2 |
| Country Lodge | 23.8 | 550m | 4.2 | 13 | 21.1 | 3.2 | - | 3.9 | 750m | 4 | 2.8 | 16.1 | 2.8 | 23.9 | 26 | 13.4 | 18.1 | 2.7 | 20.1 | 14.6 | 7 | 7.3 | 1.2 | 4.9 | 21.5 | 4 | 7.2 |
| Cumas | 16.9 | 3.9 | 3.3 | 16.8 | 14.2 | 1.9 | 3.9 | - | 1.5 | 4.9 | 1.4 | 9.4 | 5.8 | 22 | 23.8 | 18.1 | 17.9 | 5 | 28 | 22.5 | 1.2 | 1.5 | 6.7 | 8.4 | 30.2 | 5.1 | 1.5 |
| Damara | 23.5 | 1.4 | 3.9 | 13.3 | 20.9 | 2.9 | 750m | 1.5 | - | 3.7 | 2.5 | 15.9 | 2.5 | 23.7 | 25.8 | 14.2 | 17.8 | 3.7 | 20.9 | 15.4 | 6.7 | 7 | 1 | 5.1 | 21.6 | 3.7 | 7 |
| Danville Business Park | 20.9 | 4.6 | 5.8 | 16.5 | 18.3 | 3.9 | 4 | 4.9 | 3.7 | - | 4.3 | 13.3 | 1.9 | 25.5 | 23.2 | 14.2 | 15.2 | 1.1 | 24.1 | 18.6 | 6.7 | 4.4 | 2.7 | 4.4 | 21 | 1.2 | 4.4 |
| Deansgate | 17.7 | 2.4 | 1.9 | 16.3 | 15.1 | 800m | 2.8 | 1.4 | 2.5 | 4.3 | - | 10 | 3.2 | 21.3 | 25.3 | 16.2 | 17.4 | 4.3 | 22.9 | 17.4 | 2.7 | 3 | 1.7 | 5.7 | 22.3 | 4.4 | 2.9 |
| Dinan Lodge | 7.7 | 16.8 | 10.7 | 28.7 | 9.8 | 10.2 | 16.1 | 9.4 | 15.9 | 13.3 | 10 | - | 14.1 | 15.6 | 32.1 | 26.4 | 26.2 | 13.3 | 36.3 | 30.8 | 11.3 | 11.6 | 15 | 16.7 | 38.5 | 13.4 | 11.6 |
| Fuchsia | 21.8 | 3.5 | 4.6 | 14.8 | 19.1 | 4.8 | 2.8 | 5.8 | 2.5 | 1.9 | 3.2 | 14.1 | - | 24.3 | 24.1 | 12.5 | 16.1 | 2 | 22.4 | 16.9 | 5 | 5.3 | 1.6 | 2.6 | 19.1 | 2.1 | 5.3 |
| Hillside | 11.6 | 23.6 | 20 | 36.5 | 24.1 | 22.3 | 23.9 | 22 | 23.7 | 25.5 | 21.3 | 15.6 | 24.3 | - | 46.5 | 37.4 | 38.2 | 27.7 | 44.1 | 38.6 | 23.1 | 23.5 | 22.9 | 26.9 | 43.5 | 27.8 | 23.4 |
| Idrone | 39.8 | 26.7 | 25.9 | 37.7 | 25 | 22.9 | 26 | 23.8 | 25.8 | 23.2 | 25.3 | 32.1 | 24.1 | 46.5 | - | 34 | 22.9 | 25.1 | 48 | 39.7 | 23 | 23.3 | 26.7 | 30.7 | 37 | 25.2 | 23.3 |
| Jula | 34.1 | 14 | 17.6 | 5.3 | 31.4 | 16.6 | 13.4 | 18.1 | 14.2 | 14.2 | 16.2 | 26.4 | 12.5 | 37.4 | 34 | - | 19.6 | 14.3 | 10.4 | 6.8 | 17.3 | 17.6 | 12.9 | 11.4 | 11.7 | 14.3 | 17.6 |
| Kilfane House | 33.9 | 18.7 | 17.2 | 24.5 | 31.3 | 17 | 18.1 | 17.9 | 17.8 | 15.2 | 17.4 | 26.2 | 16.1 | 38.2 | 22.9 | 19.6 | - | 15.3 | 26.6 | 25.1 | 17 | 17.4 | 17 | 14 | 12.3 | 15.4 | 17.3 |
| Lolek | 21 | 4.6 | 5.7 | 16.5 | 18.4 | 4 | 2.7 | 5 | 3.7 | 1.1 | 4.3 | 13.3 | 2 | 27.7 | 25.1 | 14.3 | 15.3 | - | 24.1 | 18.6 | 4.1 | 4.5 | 2.8 | 4.5 | 21.1 | 240m | 4.4 |
| Lunula | 44 | 20.7 | 21.4 | 8 | 41.4 | 23.6 | 20.1 | 28 | 20.9 | 24.1 | 22.9 | 36.3 | 22.4 | 44.1 | 48 | 10.4 | 26.6 | 24.1 | - | 6.2 | 27.1 | 27.4 | 21.4 | 21.7 | 15.2 | 24.2 | 27.4 |
| O'Hana | 38.5 | 15.2 | 15.9 | 2.2 | 35.9 | 18.1 | 14.6 | 22.5 | 15.4 | 18.6 | 17.4 | 30.8 | 16.9 | 38.6 | 39.7 | 6.8 | 25.1 | 18.6 | 6.2 | - | 21.6 | 21.9 | 15.9 | 16.2 | 17.5 | 18.7 | 21.9 |
| Parkview | 19 | 7.6 | 3.3 | 19.5 | 16.3 | 1.7 | 7 | 1.2 | 6.7 | 4.1 | 2.7 | 11.3 | 5 | 23.1 | 23 | 17.3 | 17 | 4.1 | 27.1 | 21.6 | - | 550m | 5.9 | 7.6 | 29.4 | 4.3 | 500m |
| Renua | 19.3 | 7.9 | 3.7 | 19.8 | 16.6 | 2 | 7.3 | 1.5 | 7 | 4.4 | 3 | 11.6 | 5.3 | 23.5 | 23.3 | 17.6 | 17.4 | 4.5 | 27.4 | 21.9 | 550m | - | 6.2 | 7.9 | 29.7 | 4.6 | 200m |
| Roseville | 22.7 | 1.9 | 3.1 | 13.8 | 20 | 2.1 | 1.2 | 6.7 | 1 | 2.7 | 1.7 | 15 | 1.6 | 22.9 | 26.7 | 12.9 | 17 | 2.8 | 21.4 | 15.9 | 5.9 | 6.2 | - | 4.6 | 21.1 | 3.2 | 6.5 |
| The Bungalow | 24.4 | 5.5 | 7.1 | 14.1 | 21.7 | 7.3 | 4.9 | 8.4 | 5.1 | 4.4 | 5.7 | 16.7 | 2.6 | 26.9 | 30.7 | 11.4 | 14 | 4.5 | 21.7 | 16.2 | 7.6 | 7.9 | 4.6 | - | 17.9 | 4.6 | 7.8 |
| Tochuir | 46.2 | 22 | 23.7 | 21.5 | 43.5 | 23.9 | 21.5 | 30.2 | 21.6 | 21 | 22.3 | 38.5 | 19.1 | 43.5 | 37 | 11.7 | 12.3 | 21.1 | 15.2 | 17.5 | 29.4 | 29.7 | 21.1 | 17.9 | - | 21.2 | 29.2 |
| Tus Alainn | 21.1 | 4.7 | 5.8 | 16.6 | 18.4 | 4.1 | 4 | 5.1 | 3.7 | 1.2 | 4.4 | 13.4 | 2.1 | 27.8 | 25.2 | 14.3 | 15.4 | 240m | 24.2 | 18.7 | 4.3 | 4.6 | 3.2 | 4.6 | 21.2 | - | 4.4 |
| Tus Nua | 19.3 | 7.9 | 3.6 | 19.8 | 16.6 | 2 | 7.2 | 1.5 | 7 | 4.4 | 2.9 | 11.6 | 5.3 | 23.4 | 23.3 | 17.6 | 17.3 | 4.4 | 27.4 | 21.9 | 500m | 200m | 6.5 | 7.8 | 29.2 | 4.4 | - |

15.0 Appendix 3

St. Patrick's Centre (Kilkenny)

THIS EXPENSE CLAIM FORM IS FOR ST PATRICK'S CENTRE EMPLOYEES ONLY

| EXPENSES AND TRAVEL / SUBSISTENCE | | | | EMPLOYEE NO: | | | | CAR DETAILS: | | | |
|-----------------------------------|-------------------------|----|------------|--------------|-----------------------------------|---------|-------------|----------------|--------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NAME: | | | JOB TITLE: | | | | HOUSE NAME: | | | | CAR REG NO: |
| ADDRESS: | | | | MONTH: | | | | MAKE: | | | |
| DATE | TIME ABSENT FROM CENTRE | | JOURNEY | | KM <small>(round trip)</small> | 5 HR | 10 HR | OVER/ NIGHT | *OTHER EXPENSES | SUMMARY OF WORK CARRIED OUT <small>(e.g. Meeting, Phone Bill etc.)</small> | MODEL: |
| | FROM | TO | FROM | TO | | | | | | | CAR CC: |
| | | | | | | | | | | | <p>* This form should be completed and returned to the Finance Office</p> <p>* Mileage expenses are calculated</p> <p>* Where a receipt is required for other expenses, the value of the receipt should be entered and receipt attached to claim form.</p> <p>(TO BE COMPLETED BY CLAIMANT) I hereby certify that:</p> <p>(1) The travelling and other expenses claimed were actually and necessarily incurred by me in the performance of my official duties.</p> <p>(2) My motor insurance policy indemnifies St. Patrick's Centre for the use of my own car on official business.</p> <p>(3) All details furnished by me herein are correct.</p> <p>SIGNED _____</p> <p>DATE _____</p> |
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| *SUMMARY TOTAL | | | | | | | | | | | |

• TO ENSURE PROMPT AND ACCURATE PROCESSING OF THIS CLAIM, PLEASE COMPLETE ALL RELEVANT PARTS OF THE CLAIM FORM, FAILURE TO COMPLETE ALL RELEVANT SECTIONS OF THIS FORM WILL RESULT IN THE CLAIM BEING RETURNED TO CLAIMANT. YOUR EMPLOYEE NUMBER MUST BE ENTERED ON ALL CLAIMS (SEE YOUR PAYSリップ).

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------|------------|
| <p>(TO BE COMPLETED BY LINE MANAGER)</p> <p>I hereby certify that I have examined and I am satisfied that the Journeys set out were necessarily performed in the discharge of the claimant's duties and that the mileages shown and other expenses claimed are now correct.</p> <p>SIGNED _____ DATE _____</p> <p>JOB TITLE _____</p> | <p>(TO BE COMPLETED BY FINANCE DEPT)</p> <p>Examined and found correct and certified for payment.</p> <p>CODE TO _____</p> <p>SIGNED _____</p> <p>DATE _____ JOB TITLE _____</p> | FOR FINANCE USE ONLY | | |
| | | | Non-training | Training |
| | | Total Km | | |
| | | No of 5hr sub | | |
| | | No of 10 hr sub | | |
| | | No of overnights | | |
| | | Other Expenses | | |
| | | CLAIM NO | | CHECKED BY |

N.B.

- 1. A separate form should be completed for each month**
- 2. Distances undertaken should be shown as kilometres.**
- 3. All the relevant sections of the claim form are to be completed by the claimants and this should be checked at certification stage.**
- 4. The summary total to be checked for accuracy by the Line Manager.**
- 5. Where forms are not completed properly, they will be returned to the Line Manager resulting in delayed payment.**