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# Travel and Subsistence Policy

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Policy Area	Travel and Subsistence policy
Policy no.	Policy no. 21
Policy version	Version number 1
Policy operational date	22.01.2024
Policy review date	22.01.2026

## **Summary**

Travel and subsistence are paid to Employees, Board Members, Members of Board Sub-Committees and Volunteers. Travel and Subsistence is a refund of the expenses incurred in the normal duties of work/volunteering only. All claims for travel and subsistence payment are required to be submitted on the Family Resource Centre's Expenses Claim Form. Expenses will be authorised for payment by the manager.

The expenses claim form is submitted to the Financial Administrator (FA) who checks the claim form for the following:

- ✓ Claims are submitted on the Expenses Claim Form.
- ✓ All receipts are correct and attached.
- ✓ The amounts contained are the correct mileage where applicable is reasonable and mathematically correct. For staff, mileage is only claimed from the place of business Ballyspillane Estate, Killarney Co Kerry and not from their home address.
- ✓ For the Board and Volunteers, it is normally from their home address to Ballyspillane Estate, Killarney Co Kerry. Please see rates in the table below.
- ✓ That the claim has been signed by the claimant and authorised by either the cost centre manager or their Line Manager when the cost centre manager is the beneficiary.

Mileage rates are periodically reviewed and subject to revenue rules. The current rates are given in the tables below.

Own transport should only be used:

- Where no suitable public transport is available.
- Where it is not feasible to decide to avoid the unnecessary duplication of the use of own car.
- Where public transport is available only at equal or greater expense.
- Where time restrictions prevent the use of public transport.

Travel Policy		Engine Size		
Mileage in KM		<=1200cc	1201- 1500 cc	1501 cc and >
up to 00000KM		€0.00	€0.00	€0.00
000000KM +		€0.00	€0.00	€0.00

All other expenses are payable based on receipts. Subsistence allowance will be paid in respect of lunch and dinner where an employee necessarily incurs expenses when on duty outside the workplace. The rates normally paid for lunch and dinner are as below. It should be noted that these are maximum rates, and all claims must be accompanied by receipts.

It is the policy of the Family Resource Centre not to refund the costs of alcoholic beverages.

Lunch– to a maximum of (INSERT AMOUNT HERE) (to include a non-alcoholic beverage).

Dinner – to a maximum of (INSERT AMOUNT HERE) (to include a non-alcoholic beverage).

In the circumstance where a person is required to be away from home for (INSERT NUMBER) or more nights at a time in the performance of their duties, payments above the maximum limits may be allowed with the approval of their Line Manager.

However, they will have due regard for the maximum rates, Revenue limits and will endeavour to find value for money always. The Family Resource Centre will pay the accommodation including breakfast for an individual who is required to make overnight stays in the performance of their duties.

The Family Resource Centre will not pay for accompanying spouses/partners/additional people with the exception of accompanying carers. All expenses for accompanying carers must be approved by the HOF before the cost is incurred. The maximum rate is normally as follows: (INSERT AMOUNT HERE) per night, bed and breakfast.

Receipts must be produced to claim reimbursement of these expenses through the normal expense claim form route.

### **Other information**

All accommodation for board members and volunteers will be approved and booked by the appropriate Family Resource Centre staff member. In making these booking Family Resource Centre staff will pay due regard to the maximum rates outlined and to the management of their budgets. The normal cost centre manager for Board budgets will

be the Manager/CEO and/or Chair of the Board. The assistant to the Manager/CEO will have the power to act on behalf of the Manager/CEO with this regard.

Staff members are responsible for providing volunteers with expense sheets and monitoring expenditure on volunteer expenses, to ensure they remain within agreed budgets and are administered as per guidelines above.

### **Timing of Claims**

All claims should be completed by the claimant and submitted to the FA as described on the relevant form. Claims will not be processed that relate to a previous financial year. Therefore, all claims received must relate to the current financial year except in exceptional circumstances which may be paid but only by the approval of the Board. Payments by credit card for Travel and subsistence are subject to all of the rules and procedures above.

### **Finance Committee**

The members of the Finance Committee may request copies of any member of the staff or boards expenses to verify they have been claimed in accordance with this Finance Policy.

### **Internships – Expenses Payments Policy**

Internships are considered to be different from that of normal volunteer work or work experience undertaken by students in that they have signed a formal internship agreement with the Family Resource Centre.

Interns may not receive remuneration for their work in the Family Resource Centre. However, the Family Resource Centre will contribute towards out-of-pocket expenses in the following cases:

- Travel to and from the place of work – (unless prohibited to Interns under the terms of their third-party scheme).
- Travel undertaken in the course of work. Overnight accommodation and meals will be paid according to the main staff policy above.
- Telephone, postage and other communication costs incurred for work.
- Essential protective clothing and other health and safety measures required for carrying out the work being undertaken.

For some interns the Family Resource Centre will consider paying vouched lunch expenses, an amount to be agreed with the Line Manager but shall be no more than €15 per person for a normal full day's work. Any payments made will require the approval of the Supervisor (A Supervisor is named in the intern's volunteer contract). All items will be paid on the completion of the expenses claim form and on production of valid receipts.

**Review**

This policy will be reviewed in three years or sooner if circumstances change.

Signed: \_\_\_\_\_ (Chairperson)                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (FRC Manager/CEO)                      Date: \_\_\_\_\_

**Revision History**

Revision No.	Approval Date	Document Reference and Changes Made	Name