

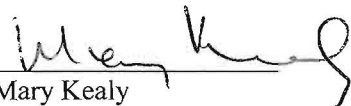


Brothers of Charity Services Clare

STAFF TRAVEL POLICY

Policy Statement No. 2010-02

Signed:


Mary Kealy
Chief Executive

Date: 8th March, 2010

Policy No: **2010-02**

Implementation Date: 8th March, 2010

TABLE OF CONTENTS

1. Core Principles..... 3-4

2. Responsibilities of Claimant - Rules Governing Claims 5-7

3. Responsibilities of Certifying Officer (CO)/Line Manager..... 8-9

4. Responsibilities of Finance Department 10

5. Course, Conference & Training Expenses..... 11-12

6. General..... 13

7. Appendix 1 - Standard Mileage Distances..... 14

1. CORE PRINCIPLES

This Policy Statement defines the authority, responsibility and accountability governing the participants in this process.

- 1.1 Travel expenses shall only be paid to employees in respect of journeys necessarily made on official business of the Brothers of Charity Services Clare. The business mileage rate utilised will be based on the official rates approved for the different engine capacities by the Health Services Executive.
- 1.2 Only necessary travel shall be undertaken and it shall be undertaken in the most efficient and economical manner possible.
- 1.3 All travel shall be undertaken with a view to achieving value for money.
- 1.4 Travelling expenses and subsistence payable **must be actually incurred** and shall include all justifiable expenses properly and necessarily incurred.
- 1.5 The “mileage year” for travelling expenses purposes commences 1st January, and ends on 31st of December, and all claims are to be made in miles.
- 1.6 Reasonableness and common sense should govern each claim
- 1.7 No travelling expenses shall be paid in respect of journeys where the business transacted could have been properly undertaken by a different medium, such as letter, fax or phone.
- 1.8 Expenses shall not be paid in respect of journeys between a claimant’s house and his or her official base

- 1.9 In the normal course of events a persons base will be their general place of employment.
- 1.10 Mileage claimed must be actually incurred. This is normally the round trip total from official base to destination. However, there are situations when the total of the miles incurred is lower than that which would have accumulated had the journey started and ended at the official base. In such circumstances the actual mileage incurred should be claimed.
- 1.11 All travel expenses incurred travelling to and in another country on business, conferences and training activities must be sanctioned and approved by the Chief Executive before payment can be processed by the Finance Department.
- 1.12 Work diaries with dates and journeys claimed for shall be open to clarification and confirmation by the Finance Department and Company Auditor's.

2. RESPONSIBILITIES OF CLAIMANT - RULES GOVERNING CLAIMS

- 2.1 It is the responsibility of each claimant to ensure that s/he complies with the legal requirements in respect of driving licence, motor tax and motor insurance / indemnity.
- 2.2 Motor vehicles forming part of the claim must be currently insured and the Brothers of Charity Services Clare must be indemnified against any liability resulting there from. Documentary evidence of such indemnity should be given within one week from insurance renewal date to the Finance Department.
- 2.3 The duties discharged for which travel and subsistence are claimed should be evidenced in the record of the claimant's work.
In this regard, the purpose of every journey should be clearly detailed on the claim form.
- 2.4 All claims for travel and subsistence should be made on the prescribed form which shall be fully and properly completed. Only claims fully completed and properly certified will be processed for payment. These forms should go through the Certifying Officer/ Line Manager to the Finance Department.
- 2.5 Mileage distances claimed shall, where appropriate, be in accordance with the **Schedule of Standard Mileage Distances** (see Appendix 1). Any claim over these distances should be fully explained.
- 2.6 Mileage claimed must only be claimed for mileage actually incurred e.g. if you visit a centre on your route home then the mileage claim is from the work base to the location only.

- 2.7 Travel claims greater than 3 months old will not be processed without prior approval from the Chief Executive.
- 2.8 Claims for travelling and subsistence should be submitted monthly in arrears, and should be made by the **10th of the month**. Claims submitted after this date will be paid the following month.
- 2.9 Each person in receipt of travelling expenses should notify the Finance Department of all appropriate details in the event of a change of vehicle, and should record these details on the relevant travel form.
- 2.10 Where annual budget mileage limits have been set, these limits should not be exceeded without prior approval from the relevant Line Manager or Budget Holder.
- 2.11 Activities outside the scope of a claimant's working role are not an acceptable claim. Such activities may include journeys outside a claimant's work area, participation on interview boards, conferences, courses and such like, and are usually covered by an expense package associated with the activity. Accordingly, before undertaking such expense, each claimant should establish his/her position in this regard.
- 2.12 Where a staff member is asked to give a course or act on an interview board by another organisation s/he should clarify at the outset that the organisation will meet any expenses.
- 2.13 Where more than one person is travelling from one (or nearby) locations to the same destination then the feasibility of sharing one vehicle should be considered. Naturally this requires agreement between the parties concerned.
- 2.14 Public transport should be used where available and where cost effective.

- 2.15 Mileage claims must be in whole numbers e.g. 12.20 miles recorded as 12 miles.

- 2.16 To advise the Finance Department if the staff members bank details change.

3. RESPONSIBILITIES OF CERTIFYING OFFICER (CO)/LINE MANAGER

The responsibility of CO/ Line Manager's who authorise payment of travelling expenses claims are:

- 3.1 to ensure that the claims made adhere to the principles of this Policy Statement
- 3.2 to ensure that each claimant has discharged his/her responsibilities and that the claims are within the rules outlined above;
- 3.3 to channel claims to the Finance Department in accordance with the deadline;
- 3.4 to notify any outstanding claims to the Finance Department, and
- 3.5 to liaise with the Finance Department on any matters in the claims that require clarification

Note: Ultimately, authority to certify claims for payment is governed by the budget available and is automatically withdrawn when the budget is spent

- 3.6 Before approving the claim, the CO/ Line Manager should:
 - ensure that the claim form has been fully and properly completed and signed by the claimant;
 - be satisfied that the journeys were reasonable and necessary having regard to the duties undertaken;
 - ensure that the distances claimed are either in accordance with the standard mileage or are otherwise justifiable;
 - ensure that expenses claimed are justified; and
 - ensure that there is adequate budgetary provisions for expenditure being certified.

- 3.7 In his/her absence, CO/Line Manager should nominate a substitute to undertake his/her responsibilities. This substitute requires the approval of the Finance Manager and or Regional Manager and should be notified to the Finance Department.

4. RESPONSIBILITIES OF FINANCE DEPARTMENT

The function of the Finance Department is to issue payments in respect of all claims that adhere to this Travel Policy Statement.

The staff member in the Finance Department who performs this function shall:

- 4.1 process travel claims, issue payments, update and maintain travel claim records in accordance with the accounting procedures in operation;
- 4.2 advise the CO/ Line Manager on any claims that require clarification. This procedure may delay the issuing of the claim payment to the following month;
- 4.3 maintain the Schedule of Standard Mileage Distances duly approved by the Chief Executive; and
- 4.4 prepare all reports that are required covering travel claims.

Note: The Finance Department cannot process claims that are not fully completed and properly certified.

5. COURSE, CONFERENCE & TRAINING EXPENSES

The staff members must agree, with their Line Manager, the expenses **prior** to attending a course, conference or training event. On completion of the course, the staff member should claim back the expenses incurred.

These expenses may include the following:-

- Travel to and from the training course or conference as agreed with their manager. If two or more staff are attending a course, they should make arrangements where possible to travel together.
- Accommodation expenses for an overnight stay as agreed with their manager.

Accommodation expenses will be paid if the course lasts 2 days or more which would involve an overnight stay or if a course starts early in the morning and it is not feasible to travel to the course venue on the same day.

- Meal expenses, if not given as part of the course, as agreed with the manager.

Please note that expenses incurred while attending training courses are funded from within each respective department's budget, and not from the Training and Development budget.

Staff members attending conferences and courses as part of their work should claim back expenses including travel from their own Service Area travel budget. In many instances meals can be provided as part of the cost of external courses. In these instances the cost of the meals should not be claimed. Public transport should be used where available and where cost effective, in particular journeys to Dublin.

Travel mileage incurred on courses and training will be paid at a lower rate than normal business mileage. A special training/conference travel mileage rate applies to travel incurred on courses, conferences and training. It is important for this

purpose that mileage incurred on training, conferences and courses is separately identified on the mileage claim form. Where possible and feasible staff members should share transport to a particular course or training event.

The above non mileage expenses can be claimed on an Expense Claim Form separate from the travel mileage claims on a monthly basis. The Line Manager must sign the Expense claim form before payment can be made. Receipts must be attached to the Expenses Form.

6. GENERAL

- 6.1 It is the responsibility of each Line Manager/Co-ordinator to ensure that all existing and new employees, are notified of their responsibilities as specified in this document.
- 6.2 In the event of an employee discovering or suspecting an overpayment, underpayment or unfounded payment they should inform their Line Manager who shall inform the Finance Department and if necessary the Chief Executive.
- 6.3 Departure from this regulation will be permitted only with written approval from the Chief Executive
- 6.4 The operative date of this updated policy is March 2010.

APPENDIX 1**STANDARD MILEAGE DISTANCES****From Ennis to:**

Blackberry, Limerick	52
Kilrush Workshop	56
Shannon	26
Tulla	22
Miltown Malbay	40
Ennistymon	34
Newmarket-on-Fergus	18
Sixmilebridge	32
Scarriff	43

All the above are return journeys

Reimbursement in respect of Travel to Dublin:

Train Fare (Actual Receipt)
Travel by Car €75