



TRAVEL AND EXPENSES

KARE POLICY DOCUMENT

Policy Owner: Finance Manager

Rev. No.	<i>Approved by OMT</i>	<i>Approved by KARE Board</i>	<i>Launched at Heads of Units</i>	<i>Operational Plan Period</i>
Rev 1	July 2009	July 2009	Nov. 2009	Jan 2010 – Feb 2010
Rev 1.1	Feb 2010	N/A	Feb 2010	Feb 2010 – March 2016
Rev 2	January 2016	March 2016	April 2016	April 2016 – Jan 2017
Rev 2.1	November 2016	January 2017	January 2017	February 2017 -

Section 1: Policy

1.1 Background to this Policy

It has long been the practice of KARE to pay an employee who travels on official agency business travel and related expenses.

1.2 Aim

The aim of this policy is to ensure that staff have a conclusive and consistent set of guidelines applicable to all travel that may be undertaken by them in the performance of their duties.

1.3 Scope

This Travel and Expenses Policy is applicable to all staff that may have cause to travel in the course of their work by means other than KARE's own transport.

The term "Base" used throughout this document means a person's normal work base. It is possible to have one or more base.

1.4 Policy Statements

1.4.1 General

- 1.4.1.1 It is the policy of KARE to pay an employee who travels on official agency business travel expenses and in certain circumstances reimburse other vouched expenses for costs necessarily incurred in the course of his/her work.
- 1.4.1.2 Staff on official business away from their base will be paid travel expenses in accordance with rates authorised by the agency. Rates are revised periodically and when new rates are authorised they will be circulated to staff. Rates are based on Department of Health and Children published rates. These rates will be fixed by reference to the engine capacity (c.c.) of the vehicle and the accumulated distance travelled during the expenses year (i.e. from 1st December to 30th November).
- 1.4.1.3 Where deemed necessary KARE may apply different rates or processes to different types of travel.
- 1.4.1.4 Travel expenses are payable only in respect of necessary and authorised business away from base. In the interest of efficiency and economy, all travel should be co-ordinated in order to minimise the total amount of travel.
- 1.4.1.5 It is the responsibility of staff to use the most efficient and effective form of travel available. Public transport should be utilised where more cost effective. Return, season or other economy tickets should be used wherever a saving in travelling expenses can be secured for the agency.

- 1.4.1.6 In certain circumstances receipted expenses will be reimbursed. These circumstances could include meals necessitated by conference attendance not already included in the conference cost. These expenses should be agreed with your line manager beforehand.
- 1.4.1.7 All travel claims must be submitted promptly on the Expenses Claim Form (see appendix 2). Receipts for incidental travel expenses e.g. parking, taxi, train/bus etc. (if any) should be attached to the claim form. Claim forms, including columns and totals, must be completed using correct project codes where applicable. Incomplete forms will be returned to the claimant for completion and resubmission with a consequential delay in payment.
- 1.4.1.8 Travel Expenses must be submitted monthly and must not be allowed to accumulate. Travel Expenses will be recorded for each calendar month. They must be submitted by the 10th of the following month (e.g. expenses for the calendar month of May are to be submitted by the 10th June).
- 1.4.1.9 Where expenses are refundable to KARE from another organisation this information must be provided in the appropriate space on the claim form and the instructions on the form should be followed.
- 1.4.1.10 When staff are invited by an external organisation to lecture/make presentations etc. it should be clarified in advance which organisation (KARE/host/organisers) will pay any travel and expenses incurred by the staff member in attending the lecture/presentation. Expenses may not be claimed from KARE where they have been recouped by the individual from another source.
- 1.4.1.11 Claim Forms must be certified for payment by the relevant Line Manager or by another staff member to whom such authority has been delegated. The Line Manager should only sign claim forms if satisfied that the expenses claimed were legitimately incurred and the staff member was on official agency business.
- 1.4.1.12 In certain circumstances an advance may be available to staff to ensure that they have adequate funds to cover significant travel and expenses. An employee seeking an advance must complete a P.O. request, have it authorised by the relevant Line Manager and submit it to the Accounts section at least two weeks before the money is required. Staff must complete and submit an Expenses Claim Form in the normal way and account for the amount of the advance attaching receipts for all expenditure.
- 1.4.1.13 The Expenses year for the purposes of payment of Travel Expenses for all staff will be from 1st December to 30th November of the following year.
- 1.4.1.14 Distances entered on travel Expense Sheets should be shown in Kilometres.

1.4.2 Use of Own Transport

- 1.4.2.1 Use of own vehicle requires KARE, or Employer, indemnification on employee's own insurance. The agency will not reimburse the employee for any cost incurred in indemnifying KARE, or Employer. Failure to indemnify KARE, or Employer, means the employee is not authorised to use their own vehicle for business purposes and travel costs will not be paid. No retrospective payments will be made to the employee if they subsequently indemnify the agency.
- 1.4.2.2 A copy of up to date Insurance details and Driving Licence should be with the HR department at all times. It is the staff members responsibility to ensure their details are up to date.
- 1.4.2.3 An employee must hold a full licence to drive on official KARE business.
- 1.4.2.4 It is the staff members responsibility to ensure their vehicle is maintained to whatever standards are laid down under legislation by the Department of Environment.
- 1.4.2.5 An employee who is authorised to use his/her own transport for travelling on official business will be paid the motor travel rates approved by the agency.
- 1.4.2.6 Where more than one employee is travelling to the same area, e.g. to attend courses, site visits etc., arrangements, should be made to avoid the unnecessary duplication of the use of staffs own cars.

1.4.3 Use of Public Transport

- 1.4.3.1 Staff should use public transport (i.e. train or bus) if it is available at equal or less cost of travel expenses taking into account other additional costs of the travel arrangements. Taxis or cars should be used only when no other suitable public transport is available. Receipts should be supplied with all such claims.
- 1.4.3.2 In the case of an employee who uses his/her own car where suitable public transport could have been used, the amount allowable to the employee will not exceed the cost of public transport
- 1.4.3.3 In the case of a group of staff travelling together the most prudent and economical method of travel must be identified and used.

1.4.4 Journeys to / from Home and Base

- 1.4.4.1 All staff are required to travel to their normal place of work (i.e. base) and back home again at their own expense. The distance from home to base is considered the staff's '*base distance*'.
- 1.4.4.2 In the event that an employee begins or finishes work at a location other than their normal base no travel expense is claimable if the journey is equal to or less than that employee's '*base distance*'.

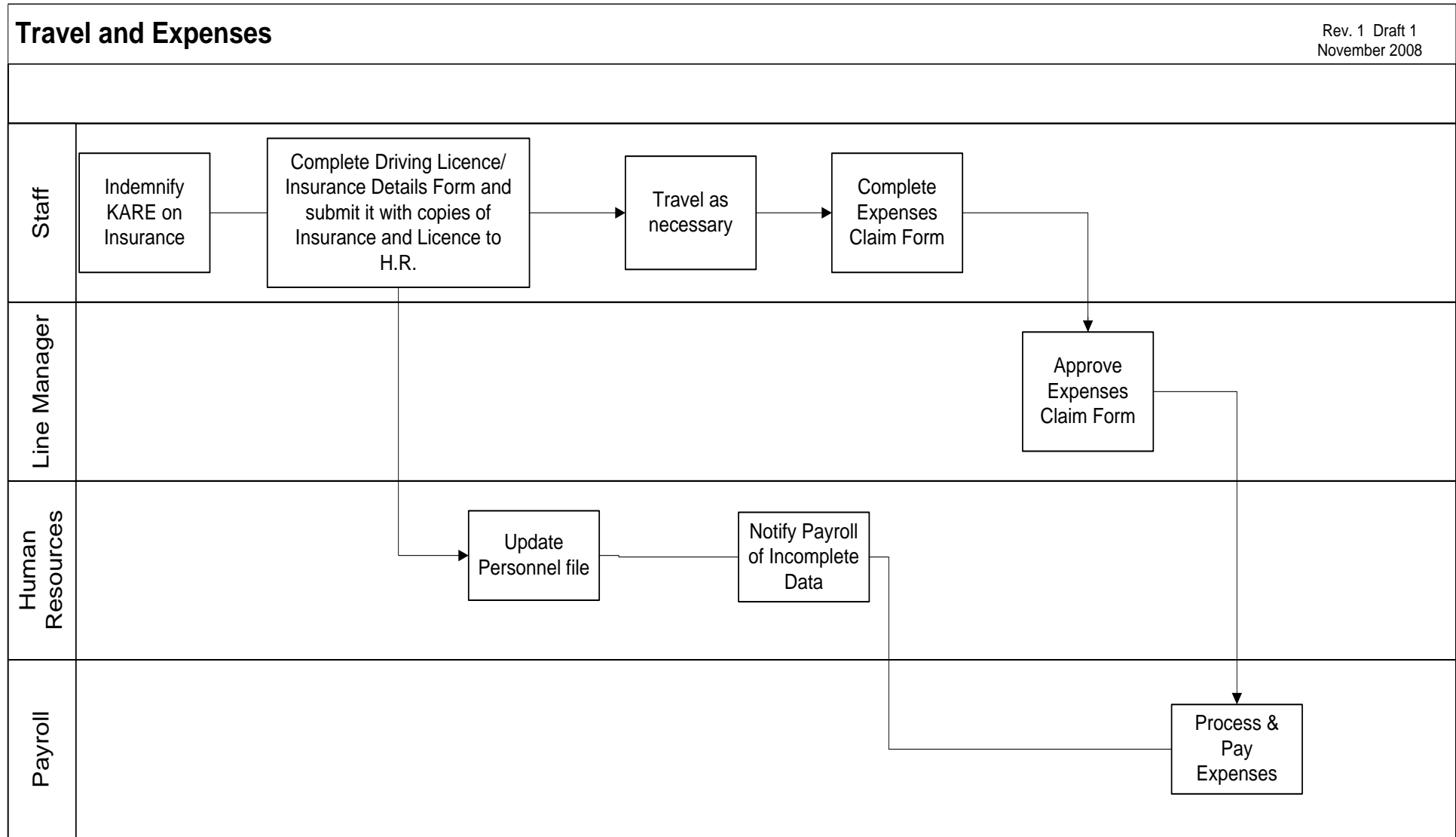
If the journey is more than that employee's '*base distance*', then the employee can claim the difference between the journey and the '*base distance*'.

- 1.4.4.3 In the event that a staff member moves to another location for a period of less than a month point 1.4.4.2 will apply. Any period in excess of one month is no longer considered temporary and the new location becomes the base from then on, and the employee's '*base distance*' is recalculated.
- 1.4.4.4 In particular circumstances, such as when a staff member does not have a KARE location as their regular place of work, an alternative base rule may be applied. Any such alternative arrangements must be approved by the SPG before implementation.
- 1.4.4.5 Distances must always be calculated with reference to the Kilometrage matrix (see appendix 1). Only if a trip is not covered by the matrix can the distance be calculated with reference to the odometer.

1.4.5 Foreign Travel

- 1.4.5.1 Foreign travel is not normally required for KARE staff. Where the need arises the organising agency should be requested to make the necessary arrangements and settle accounts directly themselves.
- 1.4.5.2 Any proposed foreign travel on official business where KARE must meet the costs must be authorised by the Senior Manager for the relevant Service.
- 1.4.5.3 Travel arrangements should be with the most economical airline available for the destination to which one is travelling. Flight arrangements should be made through the agencies travel broker and a P.O. raised as normal. Where cheaper travel can be obtained "on-line" then this should be used and claimed in your monthly expense claim.
- 1.4.5.4 The most economical transportation from the airport or hotel should be used and receipts must accompany an expenses claim where appropriate. The employee should settle their own account with the hotel and attach receipts to their claim where appropriate.
- 1.4.5.5 An allowance of €50 per day (or part thereof) is allowed for each person to cover the cost of meals. This should be claimed in your monthly expense claim form.
- 1.4.5.6 Where the cost of foreign travel is recoupable e.g. from the E.U., the appropriate claim form should be obtained from the relevant organisation, completed and submitted before returning from the meeting/conference etc. A copy of said claim should be submitted to Accounts with that months travel claim.

Section 2 PROCESS



Section 3 PROCEDURE

- 3.1** All staff who expect or are expected to incur travel expenses should get indemnification for KARE, or their employer, on their motor insurance prior to their first incidence of travel. A letter from the Insurer stating that KARE is indemnified will suffice.
- 3.2** Complete the Driving Licence / Insurance Details Form (see appendix 3) and submit it to HR along with a copy of Driving Licence and *original* Insurance Certificate (it will be returned).
- 3.3** It is your responsibility to notify HR of any changes regarding your licence or insurance details (e.g. you should forward your new Insurance Policy every year and your new Drivers Licence when a new one is obtained, usually every 10 years).
- 3.4** Complete KARE Expenses Form (appendix 2) monthly.
 - 3.4.1 Column A - Enter dates of Travel.
 - 3.4.2 Column B - Enter starting and ending points of the day and any intermediate locations visited. Use the word “home” when referring to a trip that includes home (e.g. Home – Newbridge).
 - 3.4.3 Column C - Enter number of Kilometres being claimed and total (Use Kilometrage matrix unless journey is not covered by it). To convert miles into Kilometres multiply the miles by 1.609344 and round to the nearest kilometre.
 - 3.4.4 Column D - Enter the reason for making the journey.
 - 3.4.5 Column E - Enter the relevant Project No. (PR***) if this is related to a KARE Project that expenses can be claimed on.
 - 3.4.6 Columns F-H - Enter values and attach receipts for any other amounts necessarily expended (e.g. parking charge) and Total.
 - 3.4.7 Column I - Enter combined value of columns F + G + H and Total.
 - 3.4.8 If there are amounts that you can claim directly from another organisation you should make that claim yourself. If there are amounts that can be reclaimed but only by KARE you should complete the relevant claim form and submit it to the other organisation. You should attach a copy of the claim to this form and complete the relevant section at the bottom. The amounts claimed from KARE should not exceed the amounts claimable from the third party.
 - 3.4.9 If an advance was given prior to the current months Expenses enter the amount in the space provided. Advances must be repaid in the month the expenditure is incurred unless other arrangements have been agreed with the Finance Manager. Advances are only given subject to part 1.4.1.12 of the Policy.
 - 3.4.10 Sign and date the Expense Claim and obtain your Line Managers Authorisation signature also.
 - 3.4.11 Submit Claim form to Payroll Department not later than the 10th of the following month for payment in that months Payroll. Any incomplete claims will be returned to the claimer with a subsequent delay in payment.

APPENDIX 1**Kilometrage Matrix****Standard Kilometre Distances**

One-Way	ATHY	BALTINGLASS	BLESSINGTON	CLANE	CLUAINN AILINN	DUBLIN (NORTH)	DUBLIN (SOUTH)	EDENDERRY	JOHNSTOWN	KILCULLEN	KILDARE	NAAS	NEWBRIDGE	TINAHELY
ATHY	-	27	-	51	-	87	74	-	45	24	23	39	31	-
BALTINGLASS	27	-	32	50	-	58	45	61	45	29	29	40	35	26
BLESSINGTON	-	32	-	21	-	34	19	-	18	24	-	13	26	56
CLANE	51	50	21	-	35	39	26	29	16	27	26	10	18	-
CLUAINN AILINN	-	-	-	35	-	-	-	37	-	-	2	24	13	-
DUBLIN (NORTH)	87	58	34	39	-	-	-	-	-	-	61	42	51	97
DUBLIN (SOUTH)	74	45	19	26	-	-	-	-	-	-	51	32	42	80
EDENDERRY	-	61	-	29	37	-	-	-	45	45	32	32	35	87
JOHNSTOWN	45	45	18	16	-	-	-	45	-	18	-	6	-	72
KILCULLEN	24	29	24	27	-	-	-	45	18	-	13	13	10	53
KILDARE	23	29	-	26	2	61	51	32	-	13	-	23	10	55
NAAS	39	40	13	10	24	42	32	32	6	13	23	-	13	66
NEWBRIDGE	31	35	26	18	13	51	42	35	-	10	10	13	-	61
TINAHELY	-	26	56	-	-	97	80	87	72	53	55	66	61	-

APPENDIX 3

Driving Licence/Insurance Details

Name:

Address:

Place of Work: No:

Make of Car: Engine Capacity (C.C.):

Reg. No:

Driving Licence No: Provisional/Full Licence:

Date of Expiry of Licence:

Insurance Details: Insured With:

Category of Cover:

Is KARE Indemnified on your Insurance: Yes No

Expiry Date of Insurance:

KARE Vehicles:

Do you ever drive a KARE Vehicle: Yes No

If Yes, Category of Vehicle:

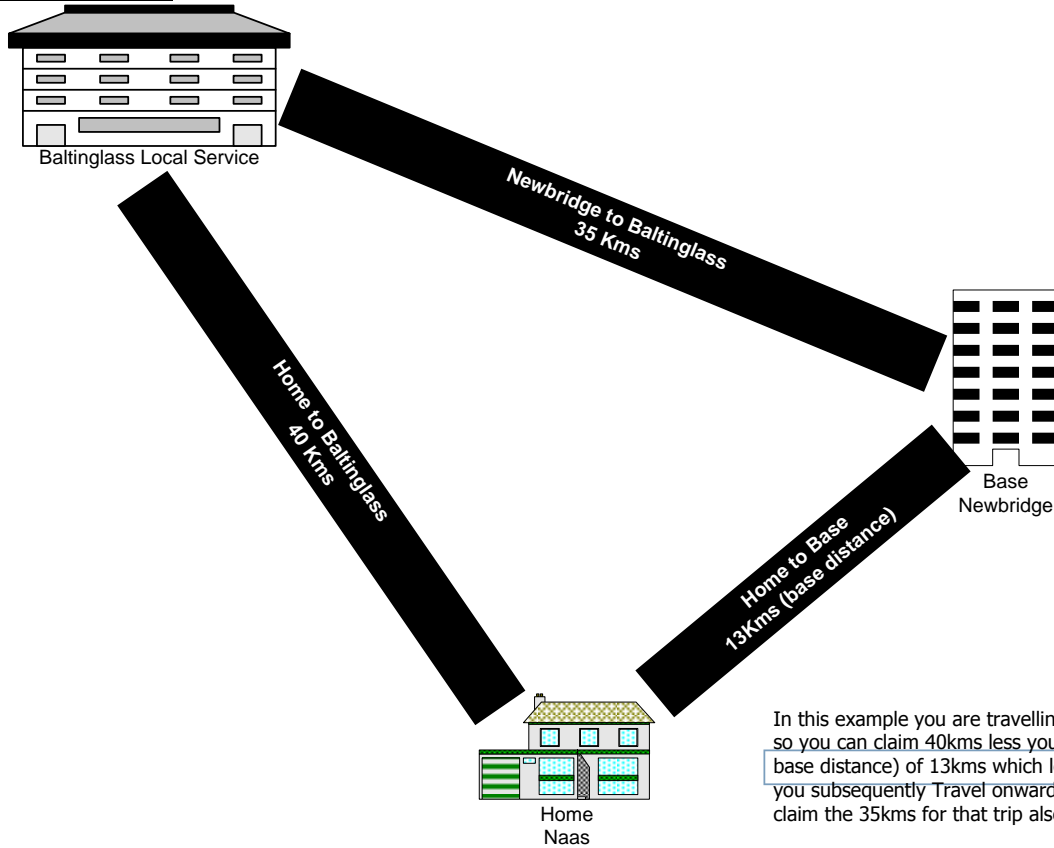
Size of Vehicle:

Signed: _____

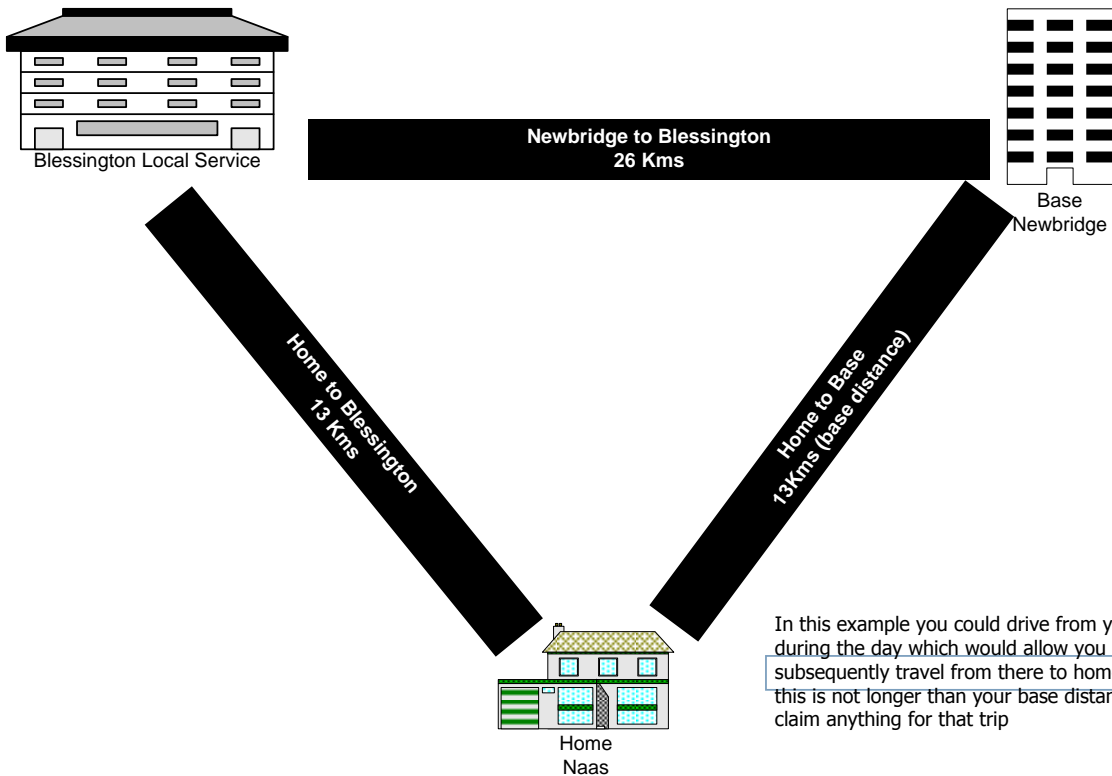
Date: _____

When there are changes to any of the above details, it is your responsibility to notify the office immediately.

APPENDIX 4



In this example you are travelling to Baltinglass first thing so you can claim 40kms less your normal trip to work (your base distance) of 13kms which leaves a claim of 27kms. If you subsequently Travel onwards to your base you would claim the 35kms for that trip also.



In this example you could drive from your base to Blessington during the day which would allow you to claim 26kms. You subsequently travel from there to home which is 13kms. As this is not longer than your base distance (13kms) you cannot claim anything for that trip

APPENDIX 5

Travel Expenses for Preschool Support Workers working in Mainstream Preschools

The arrangement for travel expenses for Preschool Support workers supporting children in Mainstream Preschools is as follows:

- Staff are assigned to a Base to facilitate the calculation of the HOME TO BASE return kilometres for travel expenses purposes, as outlined in Section 1.4.4. and Appendix 4 of this policy.
- Staff will be assigned to either the South Team or North Team
- The Base location for the South Team is Newbridge
- The Base location for the North Team is Celbridge
- While staff are assigned a Base, in effect they will not travel to their base unless they are supporting a child in a preschool which happens to be in that town i.e. they will travel from their home to the preschool location where they are supporting the child.
- A 'MUST TRAVEL RULE' applies to the Preschool Support Workers assigned a South Team or North Team base whereby they are expected to incur **35 kilometres** at their own expense each day in the course of doing their job, even if their home to base return total kilometre is less than 35.
- Staff can only claim for travel incurred in the course of their work in excess of 35 kilometres in any one working day.