

Cork County PPN Travel and Expenses Policy

DRAFT

Draft for Plenary Approval

Travel and Expenses Policy for Cork County Public Participation Network 2021

Purpose: Travel and Expenses Policy for members conducting PPN business.

Scope: Secretariat Members, PPN Representatives and other PPN members and staff if requested by the Secretariat to travel on PPN business.

Policy and Procedures: PPN Representatives (those representing the PPN on local decision-making structures) are entitled to make a request for travel and expenses for carrying out approved PPN business. A request for travel expenses can only be made when travel and expenses cannot be covered by another source (e.g. is not paid by the Board or Committee being attended by the Representative).

What Travel is Eligible?

- Travel by PPN representatives to the Secretariat Meetings and any other events organised by the PPN or external organisation which Cork County PPN wishes them to participate in.
- Travel may be by standard class public transport or private car.
- PPN Representatives who do not have access to other means of transport may use taxis only upon prior approval of the PPN Secretariat.

Making Travel and Expenses Claims:

- Claims will only be made when payment of expenses cannot be covered by another source.
- Members must state the start and end point of each journey, the form of transport, and the purpose of the journey.

Receipts:

- Other than mileage and standard expenses rates, no reimbursements will be made unless receipts are submitted. (E-mailed photos, scans or originals are acceptable).
- Claims for travel and subsistence will be processed through online banking only.
- Cork County PPN runs an annual budget and claims may only be made within the year they are incurred.
- To submit a claim please contact the PPN officer for a copy of the claim form (ppn@corkcoco.ie or 021 4285 340) or download this from the website (www.corkcountypn.com)

Rates:

The rates for Travel and Expenses payable by Cork County PPN are as per public sector norms. These are currently (as at May 2021):

<i>Official Motor Travel Expenses - (Public Sector from 1st April 2017 to present)</i>				<i>Official Subsistence Rates - (Public Sector from 1st April 2017 to present)</i>			
Engine Size	0 – 1200cc	1200 – 1500 cc	1500cc and over	After 5 hours	After 10 hours	Overnight	Overnight Dublin
<i>Cents per km</i>	37.95	39.86	44.79	13.71	33.61	133.00	167.00

Authorising Claims: Claims will be processed by the Resource Worker and Authorised by a member of the Staff Liaison Committee.

Reimbursement of Expenses: Expenses will only be reimbursed if they are:

- Submitted on the Cork County PPN Travel and Expenses Claim Form which is fully completed in line with this policy.
- Accompanied by original receipts or e-mail photos/scans of receipts where appropriate – receipts are not necessary for agreed mileage and subsistence rates.
- Appropriately authorized as above.

Other Expenses: (Optional)

Should payment of childcare expenses or, for example, payments for missed meals for those living in direct provision be necessary to enable participation by Secretariat members or Cork County PPN representatives in PPN activities those representatives should seek prior approval by contacting the Resource Worker (ppn@corkcoco.ie) before incurring those expenses. Childcare expenses will be limited to a maximum of €15.00 per hour and may only be charged for the duration of the event plus the travel time to and from the venue.

Overnight expenses: Cork County PPN will not be paying overnight expenses for travel to any event unless an overnight stay has been approved in advance by the Secretariat.

Date approved by Plenary: _____