

Cork County Public Participation Network Travel and Expenses Policy (P10)

1. What is this policy for

The PPN is committed to ensuring clear and fair provision for travel and expenses of PPN volunteers undertaking their work for the PPN. This policy sets out details of the travel and expenses which qualify for reimbursement by the PPN, how claims can be made and the rates that are to be used.

2. What and Who this policy applies to

This policy applies to all PPN members who are approved by the PPN Plenary or Secretariat to travel on PPN business including PPN representatives, Secretariat members, and others, who may request payment of legitimate expenses. (Note: staff expenses are not addressed here.)

3.0 Travel

Travel expenses that qualify for reimbursement include:

- travel by PPN representatives to meetings that they are mandated to attend, such as Committee meetings and Secretariat meetings. Travel to attend other events, organised by the PPN or external organisations, may be reimbursed if approval is given in advance for this by the Plenary or Secretariat
- travel by standard class public transport, or alternatively by private car where public transport is not possible or practicable
- PPN Representatives who do not have access to other means of transport may claim the cost of using taxis but *only* with the prior approval of the PPN Secretariat
- where a PPN representative seeks mileage payments, they must indemnify the Council

4.0 Mileage Expenses Rates

Where private vehicle is used and a mileage claim is made, the current civil service expenses rates apply, consistent with Cork County Council policy.

Motor travel rates valid @ 1st January 2026

Distance band	Engine capacity up to 1200cc	Engine capacity 1201cc - 1500cc	Engine capacity 1501cc and over
Up to 1,500 km (Band 1)	41.80 cent	43.40 cent	51.82 cent
1,501 - 5,500 km (Band 2)	72.64 cent	79.18 cent	90.63 cent
5,501 - 25,000 km (Band 3)	31.78 cent	31.79 cent	39.22 cent
25,001 km and over (Band 4)	20.56 cent	23.85 cent	25.87 cent

Motorcycle rates (from 5 March 2009)

Distance	Engine capacity up to 150cc	Engine capacity 151cc - 250 cc	Engine capacity 251 cc - 600 cc	Engine capacity 601cc and over
Up to 6,437 km	14.48 cent	20.10 cent	23.72 cent	28.59 cent
6,438 km and over	9.37 cent	13.31 cent	15.29 cent	17.60 cent

Bicycle Rates (from 1st February 2007)

Rate per km 8c

5.0 Other Expenses

5.1 Should representatives need to pay other out-of-pocket expenses to enable them to carry out their PPN duties (such as for *additional* childcare or for missed meals for those living in direct provision), they must seek approval for these by contacting the Resource Worker (ppn@corkcoco.ie) **before** incurring those expenses.

5.2 Any additional childcare expenses payable 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.

5.3 If agreed, a domestic day subsistence rate of €19.25 may be paid for meals missed. (civil service rate)

5.2 The PPN will not pay overnight expenses unless an overnight stay has been approved in advance by the Secretariat. In these cases, representatives should contact PPN staff well in advance about arranging transport, accommodation and subsistence.

6.0 Making Travel and Expenses Claims

6.1 A request for travel expenses can only be made when these costs cannot be covered by another source, e.g. is not paid by the Board or Committee being attended by the Representative.

6.2 Members must give the following details about *each* journey they are claiming expenses for:

- the purpose of the journey
- the date
- the start and end point of the journey
- the form(s) of transport.

6.3 Receipts must be submitted for all expenses (e-mailed photos, scans or originals are acceptable), except for mileage and pre-agreed standard expenses payments.

6.4 Claims for travel and other expenses will be processed through online banking only.

6.5 As the PPN runs on an annual budget, claims must be made within the year they are incurred.

6.6 Claims must be made using the Travel and Expenses Claim Form which can be obtained from the PPN office or downloaded from the website (www.corkcountypn.com)

6.7 Claims will be processed by the PPN Co-ordinator and authorised by a member of the Staff Liaison Sub-Committee of the Secretariat.

7.0 Reimbursement of Expenses:

Expenses will only be reimbursed if they are:

- submitted on a PPN Travel and Expenses Claim Form, and are 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 reasonable, agreed mileage and subsistence rates
- appropriately authorized as above.

Date approved by Plenary:

23/04/2026
