



Travel & Out of Pocket Expenses

Reference	Approved	Ratified	For Review	Amended
Ref: TEX 0001	May 2021	June 15 th 2021	May 2022	

Travel & Expenses

Purpose: Travel and other Out-Of-Pocket Expenses Policy for members conducting PPN business.

Scope: Secretariat Members, PPN Representatives, Staff, and other PPN members when required by the Secretariat to represent and travel on PPN business.

Policy and Procedures:

PPN Representatives (those representing the PPN on local decision-making structures) are entitled to travel and expenses for carrying out approved PPN business. A request for expenses reimbursement to the PPN should only be made where travel and other out-of-pocket expenses cannot be recovered from another source (e.g. - the Board or Committee hosting the event/meeting).

Example:

Representation at:	Body to claim expenses from:
Secretariat	Kildare PPN
Local Community Development Committee (LCDC)	Local Community Development Committee (LCDC)
Joint Policing Committee (JPC)	Joint Policing Committee (JPC)
Strategic Policy Committee (SPC)	Strategic Policy Committee (SPC)
Heritage Forum	Heritage Forum

What expenses can be claimed?

- Travel and other out-of-pocket expenses to and from Kildare PPN events/meetings.
- Expenses for public transport will be reimbursed on presentation of original tickets or receipts.
- Where use of public transport is not a feasible option, PPN Representatives using their private vehicle on PPN business may claim mileage at the standard Local Authority rate (see mileage rates).
- Associated costs (i.e. where meals/refreshments are not provided and this is known in advance, pre-approval should be sought from the PPN Secretariat.
- Overnight accommodation costs will only be approved where absolutely necessary.
- All expenses should have pre-approval from the PPN Secretariat where possible.

Mileage Rate

Cars (Rates per km) (correct at time of publication)

Distance band	Engine capacity up to 1200cc	Engine capacity 1201cc - 1500cc	Engine capacity 1501cc and over
Up to 1,500 km (Band 1)	37.95 cent	39.86 cent	44.79 cent
1,501 - 5,500 km (Band 2)	70.00 cent	73.21 cent	83.53 cent
5,501 - 25,000 km (Band 3)	27.55 cent	29.03 cent	32.21 cent
25,001 km and over (Band 4)	21.36 cent	22.23 cent	25.85 cent

How expenses should be claimed

To facilitate proper accounting practices, it is requested that you give your consent to being set up on the Kildare County Council payment system. To do this, a [supplier set up form](#) should be completed and sent to admin@kildareppn.ie along with a photocopy of the header of your bank statement (to verify it is your account).

A designated [expenses form](#) must be filled out including the following details:

- Car details including the engine capacity.
- Date of journey.
- Destination to and from.
- Reason for journey.
- The distance of journey in kilometers.
- If public transport has been used, it should state the start and finish location of your journey in the appropriate column, attaching tickets/receipts.
- If claiming for other out-of-pocket expenses, please indicate in the “authorised by” column, who approved/sanctioned the expenditure.

Expenses should be submitted quarterly in March, June, September, and December.

Receipts:

- Other than mileage claims, all expenses should be supported by relevant receipts- (E-mailed photos, scans or originals are acceptable).
- Claims for travel and subsistence will be processed through online banking.

Kildare PPN runs an annual budget and claims should always be made within the year they are incurred. To submit a claim: email admin@kildareppn.ie

Authorising Claims

Claims will be processed by Kildare PPN and authorised by two PPN authorised signatories.

Reimbursement of Expenses:

Expenses will only be reimbursed if they are:

- Submitted on the [Kildare 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 required where agreed mileage and subsistence rates apply.