



Travel & Out of Pocket Expenses

| Reference | Approved | Ratified | For Review | Amended |
|---------------|----------|----------------------------|------------|---------|
| Ref: TEX 0001 | May 2021 | June 15 th 2021 | May 2023 | |

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 should not be seen as a barrier to participation (i.e. where meals/refreshments are not provided and this is known in advance, approval should be sought from the finance sub-committee through the Coordinator.
- Overnight accommodation costs will only be approved where absolutely necessary.
- All other expenses should have pre-approval from the PPN Finance Sub-Committee 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.

Claims will be processed by Kildare PPN and authorised by two of the designated signatories. The designated signatories are not allowed sign their own expense forms.

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.