**Travel, Subsistence & Expenses Claim Form for Community & Comprehensive Schools**

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| 1. **School Details**
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| **School Name:**  |
| **School Roll No:**  |

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| 1. **Claimant Details**
 |
| **Name:**  | **Home Address:**  |
| **Position:**  |

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| 1. **Details of Vehicle (if used)**
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| **Make:**  | **Model:**  |
| **Registration no.:**  | **Engine C.C:** |
| **Insurance Co. Name:** | **Electric Vehicle: Yes/No** |

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| 1. **Details of Claim**
 |
| **DATE**  | **JOURNEY** | **TIME OF** | **Mode Of Transport** | **KM’s Travelled** | **Rate per KM** | **Mileage** **Cost €** | **Subsistence Day/Night** **(No. of Hours/Nights)** |  **Misc. Amounts € (attach receipts)** |
| **Purpose** | **From** | **To** | **Destination** | **DEP.**  | **RET.**  |
|   |   |   |  |  |   |   |   |  |  |  |  |  |
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 \*Where subsistence is claimed exact time of departure & return must be shown

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| **Summary of Mileage Claim** |
| **Kilometres January to Date** |  |
| **Current Claim (In KMs)** |  |
| **Total Kilometres**  |  |

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| 1. **Declaration by Claimant**
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| I declare that:1. The subsistence and other allowances that I claim are correct and in accordance with regulations.
2. The expenses were actually and necessarily incurred by me in relation to school business.
3. I have not claimed, nor will I claim from any Government Department, nor from any other source, the expenses incurred above.
4. My cumulative mileage to date for which I have been paid travelling expenses (including travel claimed herein and from other public bodies) during the current travel year (Jan to Date) \_\_\_\_\_\_\_\_\_\_\_\_.\*
 |
| **Signature (of Claimant):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_** |

\*Note: Cumulative mileage is the total kilometres for which travel expenses have been claimed in the year to date. This includes all mileage claimed from any other public or private body.

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| 1. **Approval of Claim**
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| I certify that: 1. The particulars furnished are correct and in accordance with relevant regulations.
2. The journeys were authorised and take due account of the need to reduce travelling to a minimum consistent with efficiency.
3. This claim is to be charged to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Signature (Principal/Chairperson):** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_** |

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|  |  |  |  | **For Office Use only:** |
| **Mileage Summary** |  | **KM Rate (as per Civil Service Rates from 01.09.2022)** | **No. of KM’s** | **Amount Due** |
| **Engine up to 1200cc** | **Engine between 1201cc to 1500cc** | **Engine 1500cc & over** | **Electric Vehicles** | **Rate applied to current claim** |
| Up to 1,500 KM | 41.80 cent | 43.40 cent | 51.82 cent | 43.40 cent |  |  |  |
| 1,501 – 5,500 KM | 72.64 cent | 79.18 cent | 90.63 cent | 79.18 cent |  |  |  |
| 5,501 – 25,000 KM  | 31.78 cent | 31.79 cent | 39.22 cent | 31.79 cent |  |  |  |
| 25,001 KM and over | 20.56 cent | 23.85 cent | 25.87 cent | 23.85 cent |  |  |  |
| **Reduced motor travel rates per KM** | **21.23 cent** | **23.80 cent** | **25.96cent** | **23.80 cent** |  |  |  |
|  |  |  |  |  |  | **Total Mileage** | **€** |

**Hybrid vehicles:** will continue to be recouped at the equivalent Internal Combustion Engine (ICE) rates and should not be claimed in the EV category.

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| **Summary of subsistence** | **Rate € (as per Civil Service Rates from (14.12.23)** | **No. of Hours/Nights** | **Amount Due** |
| **Day allowance – period of assignment:** |  |  |  |
| Ten hours or more | €42.99 |  Hours |  |
| Between five and ten hours | €17.92 |  Hours |  |
| **Domestic Overnight allowance – Rate Category** |  |  |  |
| Normal | €195.00 |  Nights |  |
| Reduced | €175.50 |  Nights |  |
| Detention | €97.50 |  Nights |  |
| **Outside the state allowance – Period of assignment aboard** | **% of normal overnight rate** |  |  |
| First month | 100% |  Nights |  |
| Second & third month | 75% |  Nights |  |
| Fourth, Fifth & Sixth month | 50% |  Nights |  |
|  | **Total Subsistence** |  | € |

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| **Misc. Amounts**  |  |  | **Amount Due** |
|  |  |  |  |
|  | **Total Misc. Amounts** |  | € |

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| **SUMMARY** | **Amount Due** |
| **Mileage** |  |
| **Subsistence** |  |
| **Misc.** |  |
| **TOTAL DUE** |  |
| **DATE PAID** |  |

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| **Details for Enhanced Reporting Requirements** |
| **Name** |  |
| **PPS number** |  |
| **Employment ID number** |  |
|  | **Amount Due** |
| **Vouched travel** |  |
| **Unvouched travel**  |  |
| **Vouched Subsistence** |  |
| **TOTAL AMOUNT REPORTABLE** |  |
| **DATE TO BE PAID** |  |

*` Employment ID number –* [*click here*](https://www.revenue.ie/en/employing-people/becoming-an-employer-and-ongoing-obligations/information-on-payroll-submission/employment-identifier.aspx) *for information on this.*

***The completed claim form should be kept on the payroll file for a period of seven years.***