

2008/2009 Financial Guideline 09

JMB/FFSU Recommended Motor Kilometric Rates

Rates payable for travel expenses have been revised in accordance with Civil Service rates as allowable by the Revenue Commissioners. **The Department of Finance has advised that all travel and subsistence rates should be reduced by 25% with effect from March 5th 2009.**

1. Rates payable to Principals, Chairpersons and Board of Management members

The following are the rates of travel recommended for the Principal, Chairperson and Board members for necessary travel, other than attendance at Board of Management meetings, to carry out school business:

Rates per kilometre effective from 5th of March 2009

Official Motor Travel in a calendar Year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 6437km	39.12 cent	46.25 cent	59.07 cent
6438km and over	21.22 cent	23.62 cent	28.46 cent

2. Rates Payable to Teachers and All other School Employees:

The rate of travel payable to teachers and other school employees for travel on school business is a matter for the Board of Management to decide. In the interests of fairness, the Board may feel that the Civil Service rates outlined above should apply for all official travel depending on the school's ability to pay. In any event, the minimum rate payable is **19.49c** per kilometre.

3. General Guidelines – Clarification

The general guidelines and conditions governing the payment of travel expenses and subsistence allowances are outlined in Financial Guideline 2005 10/05. On a point of clarification, it is very clear that travel expenses cannot be paid in respect of any portion of a journey which involves travel between home and school. As membership of a Board of Management is voluntary, no Board member may be paid travel expenses out of school funds for attendance at regular Board of Management meetings. In the case of a Chairperson travelling a long distance to Board of Management meetings, the cost of such travel is a matter for the school patron/trustees and not for the school.

**Fergus Dunne, Director,
Financial Support Services Unit,
March 2009.**