

Financial Guideline 2018/2019 – 29

Community & Comprehensive Schools

Travel and Subsistence Expenses Guidelines for Members of Board of Management, School Principal and other School Personnel

1. Introduction

Below is best practice to ensure that the school is in compliance with Revenue for payments made by the school for travel and subsistence. Travel and subsistence allowances may be paid to members of the board of management, Principal, Deputy Principal, teaching and non-teaching staff, and selection committee members for necessary travel required to carry out school business. Travel and subsistence allowances may be paid to members of ACCS and NAPD in respect of attendance at annual conferences and performance of duties on behalf of NAPD and ACCS Executives.

- Claims may be allowed only to the extent that there are adequate financial resources within the school's budget to meet the cost.
- It is the duty of Principals and boards of management to ensure that expenditure on travel and subsistence is strictly appraised and monitored and only essential travel is undertaken and that every effort is made to keep expenditure to a minimum. The board is obliged to approve all instances which will result in claims for travel and subsistence and is obliged to verify the validity of each and every claim. Claims should be matched by appropriately vouched and verified claims forms. An appropriate Travel and Subsistence Claim Form is included at Appendix 2.
- The Principal may be delegated the responsibility to vouch for claims submitted by other employees. In cases where the Principal is claiming travel and subsistence, these claims must be verified by the chairperson of the board of management or, in the absence of the chairperson, a nominee of the board, prior to payment being processed.
- The Department pays travel expenses in respect of teachers attending approved in-service training courses organised by the Department.

2. Categories of Personnel

- Members of a board of management may be paid expenses at the normal rate of travelling and subsistence for journeys necessarily incurred in connection with attendance at board meetings and for any other journeys necessarily undertaken in the performance of their duties as board members (e.g. serving on selection boards).
- The Principal of a Community or Comprehensive School when for good and sufficient reasons he/she is engaged in carrying out school business, either in his/her capacity as Principal or as secretary of the board of management, he/she may be paid expenses at the normal rate of travelling and subsistence. The Principal shall not be entitled to travel or subsistence allowances for attendance at board of management meetings and/or for attending the school in the normal way.
- Members of A.C.C.S. (Association of Community & Comprehensive Schools); A.P.V.C. (Association of Principals and Vice Principals of Community and Comprehensive Schools) and N.A.P.D. (National Association of Principals and Deputy Principals), as appropriate may be paid expenses at the normal rate of travelling and subsistence in respect of attendance at annual conferences and performance of duties as may be required throughout the year on behalf of the A.C.C.S., A.P.V.C. and N.A.P.D. Executives (e.g. meetings with the Department). Boards may also provide for a maximum of three regional meetings per year for members of the A.C.C.S.; A.P.V.C. and N.A.P.D., as appropriate. A maximum of two overnight allowances is allowable for annual conferences.
- Teachers employed in Community & Comprehensive Schools may be paid expenses at the normal rate of travelling and subsistence for school business approved by the Principal and board of management (e.g. supervising work experience locations).
- Non-Teaching Employees of a board of management may be paid expenses for journeys necessarily undertaken by them in the performance of duties subject to the prior approval of the Principal/secretary of board of management.
- The nominees of Trustees who participate in Community and Comprehensive School teacher selection committees and **who are not in Public Sector employment**, are paid a rate of €130 per day. Appropriate travel expenses and subsistence allowances, at standard rates, are also payable. ([Department of Education and Skills Circular 0077/2011](#)).

3. General Regulations and Conditions

- Except in the case of board members entitled to travelling and subsistence for journeys necessarily incurred in connection with attendance at board of management meetings, travelling expenses will not be paid in respect of any portion of a journey which covers all or part of a person's usual route between home and the school.
- Where travel arises in relation to in-service, other than that arising from Department sponsored in-service, for teachers, the travelling allowance should be calculated by applying the public service transport rate or the reduced rate of mileage, as appropriate.
- Where a person proceeds on an official journey direct from home or returns home direct, the travelling allowance payable will be calculated by reference to the distance from home or the school whichever is the lesser.
- The rate of mileage payable is based on the cumulative mileage claimed to date in the financial year. 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.
- The financial year for the purpose of calculating kilometric travel rates is the calendar year.
- Travel should be by the shortest practicable route(s) and by means of public transport where this is conveniently available.
- In the case of a person who uses his/her own car, where public transport could have been used, the amount to be allowed for the person's own car in respect of mileage allowance must not exceed the cost of public transport. Personnel will be authorised to use private transport for reasons connected with school business only in the following circumstances where:
 - no suitable public transport (i.e. train or bus) is available,
 - public transport is suitable only at equal or greater expense, or
 - the use of public transport would result in the loss of official time which it is necessary to avoid.
- Where more than one person is travelling to the same meeting, arrangements should be made to avoid the unnecessary duplication of the use of more than one car.

- Taxis or cars should only be hired when no suitable public transport is available. Receipts should be supplied with all such claims.
- A day allowance is payable in respect of an absence from home or school of 5 hours and more than 8 km away from the school or home. Time spent at school/headquarters or on journeys from home to school or vice versa will not reckon towards the qualifying period of 5 hours.
- A night allowance is payable for an absence at a place more than 100 km away from a person's home or school. The night allowance covers a period up to 24 hours from the time of departure as well as any further period not exceeding 5 hours. Where an absence includes one or more nights, a day allowance will be paid only if the last period of 24 hours is exceeded by 5 or more hours.
- Deductions to be made from the subsistence rate to take account of meals provided to an officer at no cost to him/herself, are as follows:
 - where lunch or dinner is provided, a five-hour rate should be deducted;
 - where both lunch and dinner are provided, a ten-hour rate should be deducted;
 - where breakfast is provided, half the appropriate five-hour rate should be deducted.
- Travel and subsistence claims should be submitted immediately and certainly within one month of the journey having been made.
- Board members and employees of the board engaged on board/school business are responsible for their own insurance while using their own private vehicle for work purposes. A Declaration Form as outlined in Appendix 1 must be completed by any employee/board of management member using their private vehicle for school business purposes. ([Department of Education and Skills Circular 0017/2016](#))
- Principal and employees of the board who are required to pay higher premiums to effect insurance cover for their own cars because they (a) provide transport for pupils in certain specified circumstances defined by the board or (b) otherwise make their cars available for such use, may be recouped the extra costs involved on production of the necessary receipts.

4. Procedure

- Claims for travel and subsistence allowances should be made to the board of management on the revised claim form at Appendix 2.
- All claims should show:
 - the purpose of the journey (e.g. Board meeting, Annual Conference, etc.)
 - the mode of transport used
 - if private transport used, the capacity of the engine in c.c.'s and the total mileage travelled
 - the actual date(s) and times of departure from and return to school/claimant's residence.
- the cumulative mileage claimed to date in the financial year. This includes all mileage claimed from any other public or private body.
- The board of management shall check the claim and satisfy itself that:
 - the journey was duly approved
 - the claim is not a duplicate claim
 - where a private car was used, there was no reasonable alternative
 - the mileage claimed (where applicable) is correct;
- All such expenditure shall be clearly identified in the school's financial records.
- All documentation in relation to travel and subsistence claims should be retained for a period of seven years (i.e. six years after the tax year to which the records refer).

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9th April 2019

Appendix 1

Indemnity Declaration Form for use of personal motor vehicle on official school business authorised by the Board of Management (Circular 0017/2016)

To be completed by Teaching staff, Non-Teaching staff, Board of Management Members and other persons conducting official school business on behalf of the Board of Management.

I acknowledge that the authority given to me by the Board of Management of _____ School, to use my own motor vehicle (**details of nominated vehicle** _____) on official school business, is subject to any relevant regulations or conditions in force from time to time and, in particular, to the condition that it is insured, and will continue to be insured, by me for the purpose of the Road Traffic Act 1961.

I have duly informed my conventional motor insurer of such business use and this reflected in my motor insurance policy.

It is at present insured with _____ and I undertake to notify my School's Principal/ Board of Management of any change.

I am aware that the Board of Management of _____ School, the Department of Education and Skills, nor the State, will accept no liability for any loss or damage resulting from the use of my motor vehicle on official school business, including professional development.

I further confirm that I am not prohibited from driving due to any legal constraints imposed by the judicial system.

Signed: _____

Position: _____

Date: _____

***This completed Indemnity Declaration Form should be returned to the Board of Management**

Appendix 2

Travel & Subsistence Expenses Claim Form Community & Comprehensive Schools

(1) NAME _____

HOME ADDRESS _____

(2) DETAILS OF CAR (if used) ENGINE C.C. _____

INSURANCE CO. _____

(3) SUMMARY OF CLAIM

DATE	JOURNEY			TIME OF		Mode of Transport	KM's	Rate per KM	Cost	SUBSISTENCE (rate)
	Purpose	From	To	DEP.	RET.					

Where subsistence is claimed exact time of departure & return must be shown

TOTAL PAYMENT OF CLAIM _____

(4) DECLARATION BY CLAIMANT

I declare that:

- (a) The subsistence and other allowances that I claim are correct and in accordance with regulations.
- (b) The expenses were actually and necessarily incurred by me in relation to school business.
- (c) I have not claimed, nor will I claim from any Government Department, nor from any other source, the expenses incurred above.
- (d) 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 is

_____.*

SIGNATURE (of claimant) _____ **POST** _____

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.

(5) APPROVAL OF CLAIM

I certify that:

- (a) The particulars furnished are correct and in accordance with relevant regulations.
- (b) The journeys were authorised and take due account of the need to reduce travelling to a minimum consistent with efficiency.
- (c) This claim is to be charged to

SIGNATURE (Principal / Chairperson) _____

DATE _____

AMOUNT PAID € _____

KILOMETRES TO DATE _____

DATE: _____

FOR OFFICE USE:

Treoirlíne Airgeadais 2018/2019 – 29

Pobalscoileanna & Scoileanna Cuimsitheacha

Costais Taistil agus Chothaithe le Comhaltaí Boidr Bainistíochta, Príomhoidí Scoile agus Pearsanra eile Scoile

1. Réamhrá

Is éard atá thíos ná an dea-chleachtas le cinntiú go bhfuil an scoil comhlíontach leis na Coimisinéirí loncain maidir le híocaíochtaí a dhéanann an scoil i leith taisteal agus cothú. Féadtar liúntais taistil agus chothaithe a íoc le comhaltaí an bhoird bainistíochta, an Príomhoide, an Leas-Phríomhoide, agus le baill foirne teagaisc agus neamhtheagaisc agus comhaltaí coistí roghnúcháin le haghaidh taisteal riachtanach a dhéantar chun gnó na scoile a chur i gcrích. Féadtar liúntais taistil agus chothaithe a íoc le comhaltaí an ACCS agus an NAPD i ndáil le freastal ar chomhdhálacha bliantúla agus dualgais a chomhlíonadh thar ceann Fheidhmeannaigh an NAPD agus an ACCS.

- Féadtar éilimh a cheadú, ach amháin go feadh go bhfuil acmhainní dóthanacha airgeadais i mbuiséad na scoile chun an costas a íoc.
- Tá sé de dualgas ar Phríomhoidí agus ar Bhoird Bhainistíochta a chinntiú go ndéantar breithmheas dhian ar chostais taistil agus chothaithe agus nach ndéantar ach taisteal atá riachtanach, agus go ndéantar gach iarracht an costas a choinneáil chomh híseal agus is féidir. Tá sé de dhualgas ar an mbord gach cás a cheadú a mbeidh sé de thoradh orthu go mbeidh éilimh ar thaisteal agus cothú, agus tá dualgas orthu bailíocht gach uile éileamh a fhíorú. Ba chóir éilimh a mheaitseáil le foirmeacha éilimh dearbhaithe agus fíoraithe. Tá Foirm Éilimh Taistil agus Cothaithe chuí san áireamh in Aguisín 2.
- Féadtar an fhreagracht a shannadh don Phríomhoide éilimh a thíolacann fostaithe eile a dhearbhu. I gcásanna ina bhfuil an Príomhoide ag éileamh taisteal agus cothú, ní mór na héilimh seo a bheith fíoraithe ag cathaoirleach an bhoird bainistíochta nó, má bhíonn an cathaoirleach as láthair, duine ainmnithe den bhord, roimh íocaíocht a phróiseáil.
- Íocann an Roinn costais taistil i ndáil le múinteoirí a fhreastalaíonn ar cúrsaí oiliúna inseirbhíse ceadaithe eagraithe ag an Roinn.

2. Catagóirí Pearsanra

- Féadtar costais a íoc le comhaltaí boird bainistíochta ag gnáthrata taistil agus cothaithe le haghaidh turais a thabhaítear de riachtanas i ndáil le freastal ar chruinnithe boird agus le haghaidh aon turais eile a dtugtar fúthu de riachtanas i gcomhlíonadh a gcuid dualgas mar chomhaltaí boird (mar shampla freastal ar bhoird roghnúcháin).
- I gcás Príomhoidí Pobalscoileanna nó Scoileanna Cuimsitheacha atá i mbun gnó scoile a reáchtáil ar chúiseanna dóthanacha, bíodh sé ina gcáil mar Phríomhoide nó mar rúnaí an bhoird bainistíochta, féadtar costais a íoc leo ag an ngnáthrata taistil agus cothaithe. Ní bheidh Príomhoidí i dteideal liúntais costas taistil nó cothaithe as ucht freastal ar chruinnithe boird bainistíochta agus/nó as ucht freastal ar an scoil ar an ngnáthbhealach.
- Baill den A.C.C.S. (Association of Community & Comprehensive Schools); A.P.V.C. (Association of Principals and Vice Principals of Community and Comprehensive Schools) agus N.A.P.D. (National Association of Principals and Deputy Principals), de réir mar is cuí, féadtar costais a íoc leo ag an ngnáthrata taistil agus cothaithe i ndáil le freastal ar chomhdhálacha bliantúla agus dualgais a chomhlíonadh, de réir mar a theastódh, i rith na bliana thar ceann an A.C.C.S., an A.P.V.C. agus Feidhmeannaigh an N.A.P.D. (mar shampla cruinnithe leis an Roinn). Féadann Boird foráil a dhéanamh le haghaidh oiread agus trí chruinniú réigiúnacha sa bhliain le haghaidh baill an A.C.C.S.; an A.P.V.C. agus an N.A.P.D, de réir mar is cuí. Ceadaítear oiread agus dhá liúntas thar oíche le haghaidh comhdhálacha bliantúla.
- I gcás múinteoirí a fhostaítear i bPobalscoileanna agus Scoileanna Cuimsitheacha, féadtar costais a íoc leo ag an ngnáthrata taistil agus cothaithe le haghaidh gnó scoile ceadaithe ag an bPríomhoide agus ag an mbord bainistíochta (mar shampla maoirsiú a dhéanamh ag láithreacha taithí oibre).
- I gcás Fostaithe Neamhtheagaisc boird bainistíochta, féadtar costais a íoc leo as ucht turais a dtugann siad fúthu de riachtanas i gcomhlíonadh a gcuid dualgas faoi réir ceadú roimh ré ón bPríomhoide/rúnaí an bhoird bainistíochta.
- I gcás ainmnithe de chuid lontaobhaithe a ghlacann páirt i gcoistí roghnúcháin múinteoirí do Phobalscoileanna agus Scoileanna Cuimsitheacha **agus nach bhfuil fostaithe san Earnáil Phoiblí**, íoctar ráta €130 sa lá leo. Iníoctha chomh maith, tá costais chúí taistil agus chothaithe ag gnáthrataí. ([Ciorclán 0077/2011 ón Roinn Oideachais agus Scileanna](#)).

3. Rialacháin agus Coinníollacha Ghinearálta

- Seachas i gcás comhaltaí boird atá i dteideal taisteal agus cothú as ucht turais a thabhaítear de riachtanas i ndáil le freastal ar chruinnithe boird bainistíochta, ní íocfar costais taistil i ndáil le haon sciar de thuras a chlúdaíonn an gnáthbhealach ar fad ag duine idir an baile ag an scoil, nó cuid den ghnáthbhealach sin.
- Sa chás go n-éiríonn taisteal aníos do mhúinteoirí i ndáil le hinseirbhís, seachas é sin a éiríonn aníos ó inseirbhís urraithe ag an Roinn, ba chóir an liúntas taistil a ríomh de bhun ráta iompair na seirbhíse poiblí a fheidhmiú, é sin nó ráta laghdaithe míleáiste, de réir mar is cuí.
- Sa chás go leanann duine ar aghaidh ar thuras oifigiúil ón mbaile nó go dtéann siad ar ais abhaile go díreach, ríomhfar an liúntas taistil iníochta de bhun tagairt don achar ón mbaile nó ón scoil, cibé acu is lú.
- Tá an ráta míleáiste iníochta bunaithe ar an míleáiste carnach a éilíodh go dáta sa bhliain airgeadais. Is éard is míleáiste carnach ann ná na ciliméadair uile ar éilíodh costais taistil ina leith sa bhliain go dáta. Folaíonn sé seo an míleáiste uile a éilítear ó aon chomhlacht eile poiblí nó príobháideach.
- Is é an bhliain airgeadais chun críocha rátaí taistil ciliméadair a ríomh ná an bhliain féilire.
- Ba chóir an bealach/na bealaí is giorra go praiticiúil a bheith i gceist leis an taisteal agus go ndéantar é ar iompar poiblí sa chás go bhfuil sé seo ar fáil go háisiúil.
- I gcás duine a úsáideann a charr/carr féin agus an deis iompar poiblí a úsáid ar fáil, ní mór nach mó an tsuim incheadaithe do charr an duine féin i ndáil le liúntas míleáiste ná costas an iompair poiblí. Tabharfar údarú do phearsanra iompar príobháideach a úsáid ar chúiseanna a bhaineann le gnó na scoile, ach amháin sna cúinsí seo a leanas:
 - mura bhfuil iompar poiblí cuí ar fáil (is é sin traein nó bus),
 - mura bhfuil iompar poiblí ar fáil ach amháin ar chostas atá comhionann nó ar chostas níos mó, nó
 - dá mbeadh sé ina thoradh ar an iompar poiblí a úsáid go gcaillfí am oifigiúil, rud is gá a sheachaint.
- Sa chás go bhfuil breis agus duine amháin ag taisteal chuig an gcruinniú céanna, ba chóir socrúithe a dhéanamh le go seachnaítear dúbailt nach gá ó thaobh breis agus carr amháin a úsáid.

- Níor chóir tacsaithe ná carranna a fhrúiliú ach amháin nuair nach bhfuil iompar poiblí cuí ar fáil. Ba chóir admhálacha a chur ar fáil le gach éileamh den chineál sin.
- Tá liúntas lae iníoctha i ndáil le hasláithreach 5 uair a chloig ón mbaile nó ón scoil nó níos mó ná 8km ón scoil nó ón mbaile. Maidir le ham a chaitear ag an scoil/ceanncheathrú nó ar thuais ón mbaile go dtí an scoil, nó a mhalairt, ní chomhairfear é i dtreo na tréimhse incháilithe 5 uair a chloig.
- Tá liúntas oíche iníoctha as ucht neamhláithreach ag áit níos mó ná 100km ar shiúl ó bhaile nó scoil duine. Clúdaíonn an liúntas oíche tréimhse suas le 24 uair a chloig ón am fágála, chomh maith le haon tréimhse bhreise nach mó ná 5 uair a chloig. Sa chás go bhfuil oíche amháin nó breis agus oíche amháin i gceist le neamhláithreach, ní íocfar liúntas lae ach amháin má sáraíodh an tréimhse dheireanach 24 uair a chloig le 5 uair a chloig nó níos mó.
- Is mar seo a leanas atá na hasbhaintí le déanamh ón ráta cothaithe le go gcuirtear san áireamh béilí a chuirtear ar fáil d'oifigeach gan costas dó/di féin:
 - má chuirtear lón nó dinnéar ar fáil, ba chóir ráta cúig uair a chloig a asbhaint;
 - má chuirtear lón agus dinnéar araon ar fáil, ba chóir ráta deich n-uair a chloig a asbhaint;
 - má chuirtear bricfeasta ar fáil, ba chóir leath an ráta cúig uair a chloig a asbhaint.
- Ba chóir éilimh taistil agus chothaithe a dhéanamh láithreach agus go cinnte taobh istigh d'aon mhí amháin ón turas a bheith déanta.
- Maidir le comhaltaí boird agus fostaithe an bhoird a i mbun gnó boird/scoile, is iad féin atá freagrach as a gcuid árachais féin agus iad ag úsáid a bhfeithicil phríobháideach chun críocha gnó. Ní mór Foirm Dhearbhaithe, a bhfuil achoimre uirthi in Aguisín 1, a bheith comhlánaithe ag gach fostaí/comhalta boird bainistíochta a úsáideann a bhfeithicil féin chun críocha gnó na scoile. ([Ciorclán 0017/2016 ón Roinn Oideachais agus Scileanna](#))
- I gcás an príomhoide agus fostaithe an bhoird a n-iarrtar orthu préimheanna árachais níos mó a íoc chun clúdach árachais a fháil dá gcarr féin mar gheall (a) go gcuireann siad iompar ar fáil do dhaltá i gcúinsí áirithe sonraithe arna sainiú ag an mbord nó (b) go gcuireann siad a gcarr ar fáil le haghaidh úsáid den chineál sin, féadtar na costais bhreise a a bhaineann leis a aisghabháil ach na hadmhálacha cuí a chur ar fáil.

4. Nós imeachta

- Ba chóir éilimh ar liúntais taistil agus chothaithe a dhéanamh tríd an mbord bainistíochta ar an bhfoirm éilimh athbhreithnithe in Aguisín 2.
- Ba chóir an méid seo a leanas a léiriú ar gach éileamh:
 - cuspóir an turais (mar shampla cruinniú boird, comhdháil bhliantúil srl)
 - an modh iompair a úsáideadh
 - má úsáideadh iompar príobháideach, acmhainn an innill in c.c. agus iomlán an mhíleáiste a taistealaíodh
 - na dátaí agus amanna fágála agus fillte ar an scoil/áit chónaithe an éilitheora.
- an míleáiste carnach a éilíodh go dáta sa bhliain airgeadais Folaíonn sé seo an míleáiste uile a éilítear ó aon chomhlacht eile poiblí nó príobháideach.
- Déanfaidh an bord bainistíochta an t-éileamh a sheiceáil agus cinnteoidh go bhfuil sé sásta i leith an mhéid seo:
 - gur ceadaiódh an turas go cúí
 - nach éileamh i ndúblach é an t-éileamh
 - má úsáideadh carr príobháideach, nach raibh aon rogha réasúnach eile ann
 - go bhfuil an míleáiste a éilíodh (nuair is infheidhmithe) ceart;
- Ba chóir gach caiteachas den chineál seo a bheith sainaitheanta go soiléir i dtaifid airgeadais na scoile.
- Ba chóir gach cáipéis a bhaineann le héilimh taistil agus chothaithe a choinneáil go ceann tréimhse seacht mbliana (is é sin ó bliana tar éis na bliana cánach lena mbaineann na taifid).

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An 9 Aibreán 2019

Aguisín 1

Foirm um Dhearbhú Slánaíochta i leith úsáid mótarfeithicle pearsanta ar ghnó oifigiúil scoile údaraithe ag an mBord Bainistíochta (Ciorclán 0017/2016)

Le comhlánú ag an bhfoireann Teagaisc, an fhoireann Neamhtheagaisc, Comhaltáí an Bhoird Bainistíochta agus daoine eile ag reáchtáil gnó oifigiúil scoile thar ceann an Bhoird Bainistíochta.

Admhaím go mbeidh an t-údarás a thugann Bord Bainistíochta na Scoile _____ dom chun mo mhótarfeithicil féin a úsáid (**sonraí ina feithicle ainmnithe** _____) ar ghnó oifigiúil scoile, faoi réir aon rialachán nó coinníollacha ábhartha a chuirfear i bhfeidhm ó am go chéile, agus go háirithe faoi réir é a bheith faoi árachas, agus go mbeidh sé faoi árachas agam i gcónaí, chun críocha chuspóirí an Achta um Thrácht ar Bhóithre, 1961.

Tá an úsáid gnó seo curtha in iúl agam do m'árachóir mótar agus tá léiriú air sin i mo pholasaí mhótar-árachais.

Tá an fheithicil faoi árachas i láthair na huairé ag _____ agus geallaim aon athrú air sin a chur in iúl don Phríomhoide/Bord Bainistíochta na Scoile.

Tuigim nach nglacfaidh Bord Bainistíochta na Scoile _____, an Roinn Oideachais agus Scileanna ná an Stát aon dliteanas as aon chaillteanas nó damáiste ag éirí as úsáid na feithicle i dtrácht ar ghnó oifigiúil scoile, forbairt ghairmiúil san áireamh.

Deimhním leis seo nach bhfuil aon chosc tiomána orm de bharr sriantachtaí dlí a chuir an córas breithiúnach i bhfeidhm.

Síniú: _____

Post: _____

Dáta: _____

***Ba chóir an Fhoirm um Dhearbhú Slánaíochta seo a chur ar ais chuig an mBord Bainistíochta.**

Aguisín 2

Foirm Éilimh Maidir Le Costais Taistil & Chothaithe Pobalscoileanna & Scoileanna Cuimsitheacha

(4) AINM _____

SEOLADH BAILE _____

(5) SONRAÍ AN CHAIRR (má úsáidtear í) C.C. an innill _____

COMHLACHT ÁRACHAIS _____

(6) ACHOIMRE AR AN ÉILEAMH

DÁTA	TURAS			AM		Modh Iompair	Ciliméadair	Ráta in aghaidh an KM	Costas	COTHÚ (ráta)
	Cuspóir	Ó	Go dtí	FÁGÁIL	FILLEADH					

Sa chás go n-éilítear cothú, ní mór am cruinn na fágála agus an fhille a léiriú

IOMLÁN NA HÍOCAÍOCHTA DON ÉILEAMH

(4) DEARBHÚ AN ÉILITHEORA

Dearbháim:

- (e) Go bhfuil na liúntais chothaithe agus na liúntais eile atá á n-éileamh agam ceart agus in oiriúint leis na rialacháin.
- (f) Gur go hiarbhír agus le gá a thabhaigh mé na costais i dtaca le gnó na scoile.
- (g) Nár éiligh mé, agus nach n-éileoidh mé, na costais thabhaithe thuasluaite ó aon roinn Rialtais, ná ó aon fhoirse eile.
- (h) Gurb é an méid seo a leanas mo mhíleáiste carnach go dtí seo ar íocadh costais taistil liom ina leith (lena n-áirítear an taisteal atá á éileamh anseo agus ó chomhlachtaí poiblí eile) le linn na bliana reatha taistil _____.*

SÍNIÚ (an éilitheora) _____ POST _____

DÁTA _____

*TABHAIR DO D'AIRE: Is éard is míleáiste carnach ann ná na ciliméadair uile ar éilíodh costais taistil ina leith sa bhliain go dáta. Folaíonn sé seo an míleáiste uile a éilítear ó aon chomhlacht eile poiblí nó príobháideach.

(5) CEADÚ AN ÉILIMH

Dearbháim an méid seo:

- (d) Go bhfuil na sonraí a chuirtear ar fáil ceart agus de réir na rialachán cúí.
- (e) Gur údaráíodh na turais agus gur cuireadh san áireamh an gá le taisteal a íoslaghdú feadh an mhéid go mbaintear éifeachtúlacht amach.
- (f) Beidh an t-éileamh seo inmhuirir do

SÍNIÚ (Príomhoide / Cathaoirleach) _____

DÁTA _____

AN TSUIM A ÍOCADH € _____

CILIMÉADAIR GO DÁTA _____

DÁTA: _____

ÚSÁID OIFIGE AMHÁIN: