**Sample**

**Travel and Subsistence Expenses Policy**

**for Primary Schools**

*This sample policy should be adapted for your board of management by customising as relevant. This sample policy may need to be adapted to align with your board’s other policies and procedures. Likewise other policies and procedures may need to be aligned as appropriate with this sample policy.*

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| **[SCHOOL NAME]**  **Template for Travel and Subsistence Expenses Policy for**  **Members of Board of Management,**  **School Principal and School Personnel**  **(Primary School)** |

Approved by the board of management: [Date Approved]

Next policy review date: [+12 Months]

This policy document should be read in conjunction with the FSSU Travel and Subsistence financial guideline which can be found on www.fssu.ie.

**1. Introduction**

Travel and subsistence allowances may be paid to members of the board of management, Principal, Deputy Principal, teaching and non-teaching staff, selection committee members and volunteers for necessary travel required to carry out school business under the terms set out below. Members of boards of management shall not receive any financial remuneration for his or her services as a member of the board. Travel to and from board of management meetings is not an allowable travel expense.

**2. Types of business for which expense may be claimed:**

1. The Principal may be paid expenses for necessary travel to carry out school business either in his/her capacity as Principal or as Secretary of the board of management for the following:

* [Board to define circumstances]

1. The chairperson of a board of management, by agreement with the board, may be paid travel and subsistence allowances in the following circumstances:

* [Board to define circumstances]

1. Board of management members [Board to define circumstances]
2. Teachers [Board to define circumstances]
3. Non-teaching employees of a board of management [Board to define circumstances]
4. Independent members of the selection committee [Board to define circumstances]

Journeys between home and the school or interview location are not business journeys and any reimbursement of motoring expenses (including taxi fares) in respect of the cost of such journeys is taxable.

1. Volunteers [Board to define circumstances]

**3. Approval of expense claims:**

* All business for which travel and subsistence expenses are claimed must be substantive and essential to the operation of the school.
* All expense claims must be verified and approved by the Principal and by the chairperson where the Principal is the claimant before payment is made.
* Employees of the board must have prior approval from the Principal and the board before incurring expenses for which they intend to make a claim.
* Claims must be made on the approved school claim form.

1. **General Guidelines and Conditions**

* Travel 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 school.
* 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/headquarters whichever is the lesser.
* Travel and subsistence allowances will not be paid in the case of Department of Education (DE) sponsored in-service or activities which are financially covered by the DE or other external agency.
* The mileage year for purposes of payment of motor mileage rates shall be the calendar year.
* Travel should be by the shortest practicable route and by means of public transport where this is conveniently available.
* 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.
* Subsistence allowances will only be paid for vouched expenditure on meals and necessary accommodation. Receipts must be presented for payment to be sanctioned by the Principal or chairperson of the board.
* Subsistence expenses can only be claimed where the employee is absent from home or school for 5 hours and more than 8 km away from the school or home.
* Travel and subsistence claims should be submitted immediately and in any event within one month of the journey having been made.
* The rates payable are determined by the board of management and will not exceed the Civil Service travel rates.
* It is not appropriate for members of the board of management, Principal, Deputy Principal, teaching and non-teaching staff, selection committee members and volunteers to claim un-vouched or round sum expenses.
* All travel and subsistence payments made to teachers or non-teaching employees of the board of management must be reported to Revenue through the Enhance Reporting Requirements (ERR) system.

1. **Procedure**

* Claims for travel and subsistence allowances should be made through the Principal as secretary of the board of management on the approved claim form.
* All claims should show the purpose of the journey, the mode of transport used, the capacity of the engine in cc’s, the total mileage travelled, actual dates and times of departure and return.
* The cumulative mileage/kilometres for the year to date must be included on the claim form. This includes all mileage/kilometres claims from any source.
* The Principal and board of management shall check the claim and be satisfied that the claim satisfies the guidelines above.
* Before a travel and subsistence payment is made to an employee of the board of management, the payment must be reported to Revenue through the Enhance Reporting Requirements (ERR) system.
* All expenses should form part of the annual school budget and review.
* All such expenditure should be clearly identified in the school’s financial records and in the annual accounts.
* Principal, members of the board and employees of the board who are required to use his/her car for official business will require authorisation to do so. Each person so authorised must sign the undertaking provided to **Appendix 1**.
* The authorised original claim shall be retained by the board for a period of seven years and be available for inspection.
* If from time to time any expense issue arises which is not covered by these guidelines, the Principal should bring the matter to the attention of the chairperson who will decide what response is appropriate.

**6. Contacts:**

For questions about this policy, contact the board of management or [insert person/role] by [insert contact details].

**7. Policy Review:**

This policy will be reviewed annually and updated where necessary.

Adopted by board of management on [date].

Signed by the chair on behalf of the board of management

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**Note:**

This document is issued by the FSSU to encourage and facilitate the better administration and management of charitable organisations. That guidance was published as part of a suite of guidance, intended to provide support to boards of management, by putting in place systems, processes and policies which ensure schools are managed in an effective, efficient, accountable and transparent way.

This document is not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. This document is not a substitute for professional advice from an appropriately qualified source. The FSSU recommends that board of management consult their governing document or obtain their own independent legal advice where necessary. The FSSU accepts no responsibility or liability for any errors, inaccuracies or omissions in this document.

**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 [Insert School Name], 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 [Insert school name], the Department of Education, 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_