

## 12.1 Travel & Subsistence Policy

### General Rules

Staff members employed on official business away from their headquarters and staff members assigned to field duties will be paid traveling and subsistence expenses within the rates authorised from time to time by the Minister for Finance. Any staff required to undertake travel must be familiar with Circular 11/82 (Travelling & Subsistence Regulations). [Click here](#) to download the circular in full from the Department of Finance website. Revised rates came into effect on 1<sup>st</sup> July 2015. See relevant circular <http://circulars.gov.ie/pdf/circular/per/2015/05.pdf>

Traveling and subsistence allowances are payable only in respect of necessary absence from headquarters. All traveling duties should be planned so as to reduce the total amount of travel to the minimum consistent with efficiency. All official travel should be by the shortest practicable routes and by the cheapest practicable mode of conveyance. Return tickets, contract, season or other cheap tickets should be used wherever a saving in traveling expenses is secured thereby.

The subsistence allowance payable is not intended to meet the whole cost of subsistence when absent from home and headquarters and is not intended to be a source of profit.

Expenses will not be paid to staff traveling to take up duty on first appointment or to staff traveling after first appointment to take up a new post as a result of an open competition.

Expenses will not be paid to staff traveling to attend an interview as a result of an open competition. However, the reduced mileage rate will be paid to staff traveling to attend an interview as a result of a confined competition. Subsistence will be payable at the normal rate.

### Traveling Expenses

#### *Use of own transport*

Where it is necessary for a staff member to use their private vehicle for official Teagasc travel they must be authorised to do so. Other staff members may use their own transport only in the following circumstances:

- Where no suitable public transport (i.e. train or bus) is available
- Where public transport is available only at equal or greater expense
- Where the use of public transport would result in the loss of official time which it is necessary to avoid.

Where more than one staff member is traveling to the same area, arrangements should where feasible, be made to avoid the unnecessary duplication of the use of staffs' own cars.

A staff member who is authorised to use their own transport while traveling on official business will be paid within the appropriate motor mileage rates approved by the Minister for Finance. These rates will be fixed.

If it is necessary for a staff member to use their own transport constantly in the performance of official business, they will be paid a fixed allowance.

Staff who are required to pay higher premiums to effect insurance cover for their own cars because they necessarily carry goods or equipment while traveling on official business may be recouped, on the production of the necessary receipts, the extra expenditure involved.

The mileage year for the purpose of payment of motor mileage rates runs from 1<sup>st</sup> January to 31<sup>st</sup> December each year.

### ***Use of public transport***

Taxis or cars should be hired only when no suitable public transport is available. Vouchers should be supplied with all such claims.

When a staff member uses their own car where public transport could have been used, without detriment to the public interest, the amount of expenses received will not exceed the cost of the public transport (including that of passengers whose expenses are also payable).

### ***Journey from home to headquarters***

Travel expenses will not be paid in respect of any portion of a journey which covers all or part of a staff member's usual journey between home and headquarters.

Where a staff member proceeds on an official journey from home and returns home direct, the traveling allowance payable will be calculated by reference to the distance from home or headquarters, whichever is the lesser.

### **Foreign Travel**

Staff members who are required to undertake travel abroad in the course of their official duties should refer to their Directorate for specific guidance in relation to this matter. [Click here](#) to view the foreign travel rates on the T-Net.

## **Subsistence Allowances**

### ***Overnight allowance***

A night allowance is not payable for an absence at any place within 100km km (previously 48km) of the staff member's home or headquarters. However, in exceptional circumstances and where Teagasc is satisfied that an operational need exists, a night allowance may be paid for an absence on duty at any place within the above distance limits but in excess of 50 km (previously 24km) of home or headquarters.

The overnight allowance covers a period up to 24 hours from the time of departure as well as any further period not exceeding 5 hours. It will be paid for each night necessarily spent away from home or headquarters.

### ***Day allowance***

A day allowance is not payable for an absence at any place within 8 km (previously 5km) of a staff member's home or headquarters.

A day allowance will be paid in respect of absence from home or headquarters of 5 hours or more. Time spent at headquarters or on journeys from home to headquarters or vice versa will not reckon towards the qualifying period of 5 hours.

A night and day allowance will not both be paid in respect of the same period, except in the circumstances as follows:

- a) An absence on official duty from a temporary centre for not more than 2 nights plus any nights of the weekend or public holiday will not be regarded as breaking the continuity of stay at that centre for the purpose of reduction of subsistence allowance.
- b) A staff member in receipt of detention rate, if absent overnight on official duty from his temporary accommodation and centre, may receive ordinary rates of subsistence allowance for such absence, in lieu of detention rate.
- c) Payment of the overnight at (b) will be subject to the staff member being at least 48.27 km (30 miles) from his/her temporary accommodation and centre.

### ***Class changes for Employees on Salaries up to €65,000 per annum***

Currently staff earning a salary up to € 65,000 claim subsistence at class B rate. From the 1st July 2015 the Class B subsistence rate will cease to apply. Thereafter, subsistence payments for all staff will be paid at class A rate.

### **Payment of allowances**

Allowances will be paid for continuous absence on detached duty in any one place on the following basis:

- (A) For visits of inspection or inquiry
  - Normal rate for first 14 nights
  - Reduced rate for next 21 nights
  - Detention rate for next 28 nights
  - Thereafter (see note below)
- (B) For temporary transfers
  - Normal rate for first 14 nights
  - Reduced rate for next 14 nights
  - Detention rate for next 28 nights
  - Thereafter (see note below)

### **Note: Payment when detention rate ceases**

- A staff member obliged to maintain their household while absent may be paid vouched extra expenses necessarily incurred within a limit of 3 nights' subsistence per week at the appropriate normal rate.
- A staff member who is not obliged to maintain a household but who is obliged to retain their former accommodation may be paid vouched extra expenses necessarily incurred within a limit of one nights' subsistence a week at the appropriate normal rate.

### **Paid Lunches**

The following deductions must be made from subsistence allowances included in your Travel Claims:

- **Free Lunch:** Deduct a five-hour subsistence allowance from amount being claimed
- **Free Dinner:** Deduct a five-hour subsistence allowance from amount being claimed
- **Free Lunch & Dinner:** Deduct a ten-hour subsistence allowance from amount being claimed
- **Free Breakfast:** Deduct half of a five-hour subsistence allowance
- **Free Board (but no meals provided):** Overnight subsistence allowance may not be claimed; instead claim ten-hour allowance plus five-hour allowance (2 meals plus breakfast)
- **Free Bed and Breakfast:** Subsistence entitlement limited to ten-hour allowance plus half of five hour allowance

### **Submitting Travel Claims**

Appropriate travel claim forms must be used and separate claim forms must be submitted for expenses relating to each calendar month. Claims must be submitted as soon as possible after the expenditure has been incurred. In order to ensure the highest standard of governance in the administration of the travel scheme, claim periods should not exceed one calendar month.

Version	Revision Date	Summary of Changes	Policy Owner
1.0		n/a	Finance Dept.