

## 12.2 Refund of Travel Expenses for Attendance at Courses

### Attendance at Short Training and Development Courses

Where a staff member is required, in the course of their duties, to attend a short course either held internally by Teagasc or externally by a third party they will be entitled to travel and subsistence subject to the normal regulations as outlined in Section 12.1 (travel and subsistence policy). Claims should be submitted in the usual manner.

### Attendance at Third Level Courses

Where a staff member is attending a University or other Institute in order to obtain a third level qualification, a refund of travel expenses at the reduced rate may be granted provided that:

- Attendance at the course has been approved by Teagasc as outlined in the study and exam leave policy
- The course is being attended at the nearest centre offering the course
- As far as possible, the course is being attended in the staff members own time
- The staff member is serving outside the urban area in which the course is being attended

Recoupment of travel expenses is restricted to extra travel necessarily undertaken in attending the course, travel between office and home is discounted. All travel should be by the shortest practicable routes and by the cheapest practicable mode of conveyance.

Subsistence rates are not payable for any expense undertaken in association with attendance at third level courses. The only exception to this is specific third level courses of education which are specially commissioned by Teagasc and/or are designated as strategically vital by the Director. In these cases standard subsistence rates, subject to the normal regulations, may apply.

Payment will only be made once in respect of each academic year, it cannot be made in respect of years which are repeated. Claims should be submitted together with the staff members' application for a refund of course and examination fees.

Version	Revision Date	Summary of Changes	Policy Owner
1.0		n/a	Staff Training
2.0	October 2021	Clarification of reference and removal of paragraph 2 (repeats paragraph 1)	Staff Training