

## 5. Travel & Expense Policy

**Purpose:** Travel and Expenses Policy for members conducting PPN business.

**Scope:** Secretariat Members, PPN Representatives and other PPN members and staff if requested by the Secretariat to travel on PPN business.

**Policy and Procedures:** PPN Representatives (those representing the PPN on local decision making structures) are entitled to make a request for travel and expenses for carrying out approved PPN business. A request for travel expenses can only be made when travel and expenses cannot be covered by another source (e.g. is not paid by the Board or Committee being attended by the Representative).

### What Travel is Eligible?

- Travel by PPN representatives to the Secretariat Meetings and any other events organised by the PPN or external organisation which Sligo PPN wishes them to participate in.
- Travel may be by standard class public transport or private car.
- PPN Representatives who do not have access to other means of transport may use taxis only upon prior approval of the PPN Secretariat.

### Making Travel and Expenses Claims:

- Claims will only be made when payment of expenses cannot be covered by another source.
- Members must state the start and end point of each journey, the form of transport, and the purpose of the journey.

### Receipts:

- Other than mileage and standard expenses rates, no reimbursements will be made unless receipts are submitted. (E-mailed photos, scans or originals are acceptable).
- Claims for travel and subsistence will be processed through online banking only.
- Sligo PPN runs an annual budget and claims may only be made within the year they are incurred.
- To submit a claim {INCLUDE DETAILS OF HOW CLAIMS ARE TO BE PROCESSED}

### Rates:

The rates for Travel and Expenses payable by Sligo PPN are as per public sector norms. These are currently:

**Authorising Claims:** Claims will be processed by PPN Support Worker and Authorised by PPN Resource Worker.

### Reimbursement of Expenses: Expenses will only be reimbursed if they are:

- Submitted on the Sligo PPN Travel and Expenses Claim Form which is fully completed inline with this policy.
- Accompanied by original receipts or e-mail photos/scans of receipts where appropriate – receipts are not necessary for agreed mileage and subsistence rates.
- Appropriately authorized as above.

**Other Expenses: (Optional)**

Should payment of childcare expenses, or for example payments for missed meals for those living in direct provision be necessary to enable participation by Secretariat members or Sligo PPN representatives in PPN activities those representatives should seek prior approval by contacting [ppn@sligococo.ie](mailto:ppn@sligococo.ie) before incurring those expenses. Childcare expenses will be limited to a maximum of €15.00 per hour and may only be charged for the duration of the event plus the travel time to and from the venue.

**Overnight expenses: Sligo** PPN will not be paying overnight expenses for travel to any event unless an overnight stay has been approved in advance by the Secretariat.