
 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
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Description: Travel and Subsistence (T&S) Policy		Page: 1 of 4

Domestic Travel


Each officer/employee using their vehicle in the furtherance of official ETB duties should ensure that they comply with the following;

- Legal requirements in respect of driving licence, vehicle licence and motor insurance. Evidence of same must be made available upon request;
- A claimant who is authorised to use his/her own transport will be paid within the appropriate motor mileage rate approved by the Minister and these rates will be fixed by reference to the horse-power as reckoned for registration purposes;
- The motor insurance policy provides an indemnity to DDLETB for all business-related travel incurred. It is incumbent upon the claimant to ensure that their insurance provider is made aware of the nature and extent of travel undertaken on behalf of DDLETB. An up to date completed Indemnity Declaration must be submitted to Head Office; DDLETB is not liable for any additional costs that the policy holder may incur.
- The shortest and most economical route should be used;
- Economies are maximised i.e., where more than one person is travelling to and from a particular location, only one vehicle should be used where practical;
- Where possible public transport should be used. In the case of travel outside of the greater Dublin area, public transport should be used, unless it is otherwise impossible or impractical;
- Where practical, a weekly travel itinerary is submitted to the line manager outlining planned and anticipated travel for the week;
- Travel and subsistence expenses are claimed online, on a monthly basis, using Core portal and payments issue through ESBS (Education Shared Business Services). Travel expenses are only paid for mileage actually incurred;
- Travel cost incurred is calculated by using Google Maps;
- All receipts including parking, Luas, etc, must be uploaded and claimed through the Expenses Portal in CORE;
- Travelling expenses will not be paid in respect of any portion of a journey which covers all or part of a claimant's usual route between home and their workplace;

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- All Travel and Subsistence claims must be submitted within 8 weeks of the end of the month in which the cost was incurred;
- Claims in excess of 8 weeks will enter the review process where claimants can pursue the reimbursement for cost incurred underlying the Travel and Subsistence claim. The claimant will be required to prove that each journey, and each leg of each journey, was undertaken on the date claimed. Documentary evidence will be required for the entire claim in each instance, which will be evaluated by two persons independent of the claim. If the evidence is not sufficiently persuasive, the claim will be disallowed. In effect the entirety of the burden of proof will fall to the claimant to verify and substantiate their claim;
- Details of Travel and Subsistence payments made by DDLETB may be released in response to requests received under the Freedom of Information Act 2014 (in compliance with GDPR regulations);
- **Day Subsistence Allowance:** A day allowance is not payable for an absence on official business that is within 8 km of a claimant's place of work or home, whichever is the lesser. The subsistence allowance payable is not intended to meet the whole cost of subsistence when absent from home and place of work and is not intended to be a source of emolument or profit. There are two Subsistence Rates – (i) 5 hours but less than 10 hours and (ii) 10 hours or more.
- **Overnight Subsistence Allowance:** An overnight allowance covers a period up to 24 hours from the time of departure as well as any further period not exceeding 5 hours. An overnight allowance will not generally be payable in respect of a necessary absence on official business that is within 100 km of the claimant's home or place of work (whichever is the lesser). However, in exceptional circumstances and where the Chief Executive is satisfied that an operational need exists, an overnight allowance may be paid for an absence on official business at any location within the above distance limits but in excess of 50 km of home or place of work (whichever is the lesser).
- All domestic travel and subsistence payments will be recorded with Revenue per the Enhanced Reporting Requirements (ERR Report).

This policy is in line with the Department of Education/DPER's Travel & Subsistence Circulars.


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Foreign Travel

Approval must be sought from the Chief Executive before embarking on any foreign travel (including school trips). Email the PaymentsTravel@ddletb.ie to begin the application process.

Each officer/employee should ensure that they comply with the following;

- All Foreign Travel must have the required risk assessment in place prior to seeking approval;
- When travelling abroad on business or when arranging travel abroad for a group, you are required to arrange travel insurance. Please note that there is no automatic cover in place for travel insurance, travel insurance is not included in the standard DDLETB's insurance cover. Travel insurance does not include Business Risk, i.e. where the tour operator airline, hotel etc. ceases to trade;
- A licensed tour operator or travel agent must be used for foreign school tours including accommodation and other services. The full list of current licence holders is available on the Commission for Aviation Regulation website www.aviationreg.ie;
- All monies must be paid directly to the chosen tour operator or travel agent and not to the school, staff or event co-ordinator (documentary evidence to be provided). The Commission for Aviation Regulation operates a bonding scheme for licensed tour operators and travel agents. Protection under the legislation in repatriating passengers and providing refund to those prevented from travelling abroad only comes into operation where bookings are made directly with licensed travel agents and/or tour operators. Contact Corporate Services for advice;
- All claimants must comply with the current rates of foreign travel as laid down by the Department of Public Expenditure and Reform;
- The most economical and practical option must be chosen to get to and from airport;
- Staff members attending meetings/conferences etc must book flights using DDLETB's contracted travel supplier;

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- All qualifying receipts involving school tours must be uploaded and claimed through the Expenses Portal in CORE;
- Subsistence payments for Erasmus funded trips will be paid after the trip. Email completed request form to paymentsTravel@ddletb.ie for reimbursement.
- All Travel and Subsistence claims must be submitted within 8 weeks of the end of the month in which the cost was incurred;
- Claims in excess of 8 weeks will enter the review process where claimants can pursue the reimbursement for cost incurred underlying the Travel and Subsistence claim. Documentary evidence will be required for the entire claim in each instance, which will be evaluated by two persons independent of the claim. If the evidence is not sufficiently persuasive, the claim will be disallowed. In effect the entirety of the burden of proof will fall to the claimant to verify and substantiate their claim;
- Details of Travel and Subsistence payments made by DDLETB may be released in response to requests received under the Freedom of Information Act 2014 (in compliance with GDPR regulations);
- All foreign travel and subsistence payments will be recorded with Revenue per the Enhanced Reporting Requirements (ERR Report).

This policy is in line with the Department of Education/DPER's Travel & Subsistence Circulars.