

**Travel and Subsistence Expenses Policy for  
Members of Board of Management,  
School Principal and School Personnel**

Approved by the board of management: June 2024

Next policy review date: June 2025

This policy document should be read in conjunction with the FSSU Travel and Subsistence financial guideline which can be found on [www.fssu.ie](http://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:**

- i) The Principal may be paid travel and subsistence expenses/allowances for necessary travel to carry out school business either in his/her capacity as Principal or as Secretary of the board of management for:
  - Matters arising from school business or in order to carry out school business as pre-agreed by the board of management.
  - All matters will be brought before the board prior to any travel is undertaken and a decision as to the reimbursement of expenses incurred will be determined at that time.
  
- ii) The chairperson of a board of management, by agreement with the board, may be paid travel and subsistence expenses/allowances in the following circumstances:
  - Matters arising from school business or in order to carry out school business as pre-agreed by the board of management.

- All matters will be brought before the board prior to any travel is undertaken and a decision as to the reimbursement of expenses incurred will be determined at that time.
- iii) Board of management members by agreement with the board, may be paid travel and subsistence expenses/allowances in the following circumstances:
- Matters arising from school business or in order to carry out school business as pre-agreed by the board of management.
  - All matters will be brought before the board prior to any travel is undertaken and a decision as to the reimbursement of expenses incurred will be determined at that time.
- iv) Teachers by agreement with the board, may be paid travel and subsistence expenses/allowances in the following circumstances:
- Matters arising from school business or in order to carry out school business as pre-agreed by the board of management.
  - All matters will be brought before the board prior to any travel is undertaken and a decision as to the reimbursement of expenses incurred will be determined at that time.
- v) Non-teaching employees of a board of management, by agreement with the board, may be paid travel and subsistence expenses/allowances in the following circumstances:
- Matters arising from school business or in order to carry out school business as pre-agreed by the board of management.
  - All matters will be brought before the board prior to any travel is undertaken and a decision as to the reimbursement of expenses incurred will be determined at that time.
- vi) Independent members of the selection committee, by agreement with the board, may be paid travel and subsistence expenses/allowances in the following circumstances:
- Matters arising from school business or in order to carry out school business as pre-agreed by the board of management.
  - All matters will be brought before the board prior to any travel is undertaken and a decision as to the reimbursement of expenses incurred will be determined at that time.

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.

- vii) Volunteers, by agreement with the board, may be paid travel and subsistence expenses/allowances in the following circumstances:
- Matters arising from school business or in order to carry out school business as pre-agreed by the board of management.
  - All matters will be brought before the board prior to any travel is undertaken and a decision as to the reimbursement of expenses incurred will be determined at that time.

### **3. Approval of expense claims:**

The Board must carefully consider the following before a decision is made to reimburse travel and subsistence expenses:

- 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 (Appendix 2 is a sample – please ask in the office for an official claim form).

### **4. 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 reimbursement payments made to board of management members, teachers or non-teaching employees of the board of management must be reported to Revenue through the Enhance Reporting Requirements (ERR) system.

## **5. 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 reimbursement payment is made 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 the principal by email – [principal@stlukesmontenotte.ie](mailto:principal@stlukesmontenotte.ie)

## **7. Policy Review:**

This policy will be reviewed annually and updated where necessary.

Adopted by board of management in June 2024.

Signed by the chair on behalf of the board of management

*Stephen Spillane*

26th June 2024

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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 St. Luke's National School 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 St. Luke's National School, 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:** \_\_\_\_\_

## Appendix 2:

### St. Luke's NS Travel and Subsistence Claim Form:

<b>Name:</b>	
<b>Purpose of Travel:</b>	
<b>Home Address:</b>	
<b>Details of Car/Mode of Transport:</b>	Make – Model – Engine CC – Vehicle Reg –  Insert Mode of Transport here if car isn't applicable –
<b>Claim Period/Date(s) of Travel:</b>	
<b>Location of Travel:</b>	
<b>Mileage (Km):</b>	

*All herein must have been previously approved by the board of management prior to any travel has taken place and a record of such approval must be presented by the claimant on request by the board.*

**Travel (€):**

**Food claims (€):**

**Accommodation (€):**

**Miscellaneous (€):**

**Total Claim (€):**

#### Declaration by the Claimant:

I declare that:

- (a) The subsistence and other allowances that I claim are correct and in accordance with regulations and in line with the school Travel and Subsistence Policy.
- (b) The expenses were actually and necessarily incurred by me in relation to school business and have been pre-approved by the board of management.
- (c) I have not claimed, nor will I claim from any Government Department, nor from any other source, the expenses incurred above.
- (d) My cumulative mileage to date for which I have been paid travelling expenses (including travel claimed herein and from other public bodies) during the current travel year is:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorisation:**

The above claim has been approved by the board of management of St. Luke's National School on:  
\_\_\_\_\_.

Necessary receipts have been presented , examined and approved for expenses claimed.

The claimant has provided accurate mileage claims (which have been checked) if travelling by car and has presented travel receipts if travelling by train/bus/other.

Receipts for tolls incurred have been provided where appropriate.

The board of management will notify Revenue through ERR prior to any payment made to the claimant.

The claimant will be reimbursed for approved claims once the above is in order and necessary bank details have been provided.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Principal