



**cmetb**

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an Chabháin agus Mhuineacháin

*Cavan and Monaghan  
Education and Training Board*

**CAVAN AND MONAGHAN EDUCATION AND TRAINING BOARD**

**Travel Policy and Procedures**

For Board Members and Staff employed by CMETB

|                           |                      |   |                                   |
|---------------------------|----------------------|---|-----------------------------------|
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|                           |                      |   |                                   |

CAVAN AND MONAGHAN EDUCATION AND TRAINING BOARD  
Travel Policy and Procedures

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## **CAVAN AND MONAGHAN EDUCATION AND TRAINING BOARD**

### **Travel Policy and Procedures**

Cavan and Monaghan Education and Training Board will adhere to public service procedures as set out from time to time in guidance issued by the Department of Finance, either communicated directly or via the Department of Education and Skills, as appropriate.

#### **1. Purpose**

- 1.1 This policy sets out the protocols and procedures to be followed when travelling on Cavan and Monaghan Education and Training Board (CMETB) official business.
- 1.2 The travel policy has been framed having regard to the relevant Circular Letters from the Department of Education, in particular Circular Letter (CL) 0018/2015 the Code of Practice for the Governance of ETBs, the Department of Public Expenditure and Reform, relevant regulations of the Revenue Commissioners and the efficient conduct of CMETB business
- 1.3 CMETB will only pay travel and subsistence costs in relation to activities that have a clear educational or administrative element and are of benefit to the ETB.
- 1.4 Cavan and Monaghan ETB will ensure appropriate procedures are in place to monitor, report and enforce the relevant rules and requirements of this policy so that expenditure on travel and subsistence is in line with the funding allocation.

#### **2. Scope**

- 2.1 The travel policy applies to travel undertaken on ETB business by all CMETB staff members and Board members.
- 2.2 The mileage year for travel purposes commences on 1<sup>st</sup> January.

#### **3. Objectives:**

To ensure travelling expenses, subsistence and other expenses were necessarily incurred and are claimed and paid in accordance with the agreed procedures of CMETB.

#### **4. General Principles in relation to travel on ETB business**

- 4.1 It is essential that all individuals travelling on CMETB business are familiar with this policy and with the correct procedures for claiming reimbursement of travel expenses.
- 4.2 Travel expenses should be kept to a minimum and should represent value for money for the ETB. Each individual is accountable to ensure that only valid, reasonable, and necessary expenses are incurred.
- 4.3 All claims for reimbursement of travel expenses must be inputted into the ESBS - Access People XD system under the Expense module. All receipts e.g., parking, tolls, agenda, conference programme, letter of invitation etc, must be uploaded online with the claim and authorised by your line manager. No reimbursement will be made for fines incurred in relation to driving offences, for example parking fines, or fixed penalty notice charges for speeding offences.
- 4.4 Distances for Routes should be checked on Google maps. All official travel will be by the shortest practicable routes and by the cheapest practicable mode of conveyance. Travel is not applicable for journeys less than 8km return from office/home whichever is the lesser.
- 4.5 Claims should be submitted as soon as possible after the journey takes place. Claims exceeding a 2-month period will require Chief Executive (CE) approval in writing before claims will be approved. This approval should be attached to the claim. Travel will be paid by ESBS on the third Monday of every month, with cut off for receipt of claims the previous Monday. Travel expenses are paid by ESBS via electronic fund transfer. Remittances are available on Access People XD portal.
- 4.6 As a general rule, public transport should be availed of where appropriate.
- 4.7 Alternatives to frequent travel, such as the use of video conference facilities, Skype, Zoom, WebEx, MS Teams should also be considered where appropriate.
- 4.8 Economies are to be maximised in relation to travel. Where feasible, when more than one person is travelling to the same area, arrangements should be made to avoid the unnecessary duplication of the use of person's own cars.

- 4.9 Staff claims for work placement visits or home school liaison visits do not require prior approval.
- 4.10 The Reduced Travel Rate will be applied to journeys for In-Service/Seminars for all CMETB staff.
- 4.11 Travel is not payable in respect of any portion of a journey which covers all or part of a staff member's usual route between home and headquarters.
- 4.12 In cases where a claimant has paid in advance, but the planned trip or meeting does not occur, ETB will refund the balance paid by the claimant.
- 4.13 Travel and subsistence costs incurred by CMETB staff arising from work undertaken on behalf of another Public Service Body should be claimed from CMETB. Costs incurred will be recouped by CMETB from the other Public Body. All such claims should be brought to the attention of the Head of Finance.

Travel and subsistence costs incurred by Board members from work undertaken not relating to CMETB should be claimed from the other Body.

## 5. Authorisation of Claims for Reimbursement of Travel & Subsistence Expenses

All claims for reimbursement of travel expenses must be authorised by the appropriate manager/budget holder.

| <b>Claimant</b>   | <b>Authoriser</b>   |
|---|---|
| Board Members   | APO Corporate Services (on behalf of the CE)  |
| Chief Executive   | Director of OSD (on behalf of the Chairperson of the ETB)   |
| Directors   | Chief Executive   |
| Administrative Staff  | Director of OSD / Assistant Principal Officer / Principal / Centre Co-Ordinator /Manager / Section Head |
| School/College staff  | Principal/Director  |
| Further Education Staff including: Literacy/BTEI/VTOS/ Youthreach/Community Education/ AEGIS etc. | Director of FET / Adult Education Officer   |
| Principal   | Director of Schools   |
| Director of FE College/AEO  | Director of FET   |
| Training Services Staff   | Line Managers   |

## **6. Rates of Expenses**

Expenses payable shall be in accordance with rates and conditions as approved in the relevant Circular Letters and Regulations.

## **7. Headquarters**

- 7.1 The Chief Executive (CE) determines the headquarters of staff required to undertake travelling.
- 7.2 Part-time Tutors/Teachers, who are not assigned to a specific centre, will not be paid travel or subsistence expenses.
- 7.3 Travel and Subsistence is not paid to staff working in more than one school/centre. However, in a case where a staff member is obliged by the ETB to work between more than one centre/school, specific approval of eligibility to claim travel and subsistence will be issued from the Chief Executive.

## **8. Boards of Management, Finance and Audit Committees**

- 2.3 Travel allowance for members of boards of management are capped at 20km per single journey by private car. (Circular Letter 0064/2021). Where travel is undertaken by bus or train, only vouched expenses will be payable.
- 2.4 Subsistence allowances will not be payable to members of boards of management for attendance at board meetings.
- 2.5 External members of Audit and Risk or Finance Committees who are in receipt of a fee for attendance at the Audit and Risk or Finance Committee are not entitled to claim travel and subsistence expenses.

## **9. Travelling Expenses**

- 9.1 Travelling and subsistence allowances will not be payable in respect of general invited attendance at CMETB / other Agencies' social events for example Official Openings, Prize giving, Presentations, Launches etc. However, travel and subsistence will be payable in instances where attendance and officiating are part of the official function/role of the relevant member of staff.
- 9.2 Where an officer 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 headquarters whichever is the lesser.

- 9.3 Travel and subsistence to and from funerals, unless the employee is requested to attend by the CE as an official representative of CMETB, will not be paid.

## 10. Subsistence Allowance

- 10.1 A night allowance is not normally payable for an absence at any place within 100 kilometres of a claimant's home or headquarters, whichever is the lesser. However, in exceptional circumstances and where the CE/Director is satisfied that an operational need exists, a night allowance may be paid for an absence on official business at any location within the above distance limits, but in excess of 50 kilometres of home or headquarters, whichever is the lesser.
- 10.2 The night allowance covers a period of 24 hours from the time of departure as well as any further period not exceeding 5 hours.
- 10.3 Night allowance/Overnight expense claims do not require a receipt. Refer to DPER Circular Letter 05/2015 and relevant DE Circular/s for subsistence allowances payable.
- 10.4 A Day allowance is not payable when travelling between Admin offices in Cavan and Monaghan.
- 10.5 A Day allowance is not payable for an absence from headquarters at any place on repeated visits (e.g., where the employee attends there regularly, week after week, in carrying out his/her role).
- 10.6 Deductions should be made from the subsistence rate to take account of this as follows:
- a) Where lunch or dinner is provided, a 5-hour rate should be deducted
  - b) Where both lunch and dinner are provided, a 10-hour rate should be deducted
  - c) Where breakfast is provided, half the appropriate 5-hour rate should be deducted
- 10.7 Lunch will be provided for members of interview boards where times of interviews fall within the normal lunch-time period. If lunch is not availed of, subsistence will not be paid.

## 11. Foreign Travel

- 1.1. Foreign travel applications must be **authorised in advance** by the Chief Executive and must be in accordance with Circular 0037/2015.



- 1.2. The OGP Framework must be used by staff for all Foreign Travel.
- 1.3. Once approval is received from CE, contact the Procurement Department prior to making any bookings.
- 1.4. Subsistence claims should be submitted online as per any journey.
- 1.5. Original receipts for all incidental expenses incurred during official travel (e.g., taxis, bus tickets etc.), must be submitted online. Expenses will not be reimbursed without receipts.
- 1.6. Subsistence is not payable where a claimant is provided with both accommodation and meals free of charge.
- 1.7. Where accommodation only is provided the 10-hour subsistence rate is payable to cover each 24-hour period.

## **12. Responsibilities of Individuals Claiming Expenses**

- 12.1 It is the responsibility of each officer/employee who uses their vehicle in the performance of ETB duties to comply with legal requirements and in order to comply with these requirements by confirming they have read the terms and conditions when submitting their vehicle for approval and submitting a travel claim online, claimants indicate they are in agreement that they have adequate insurance in place, which indemnifies CMETB against all claims associated with using their own private transport when travelling on CMETB business. CMETB may periodically check for verifications of:
  - a) Vehicle Registration Certificate
  - b) Motor Insurance Policy
  - c) Drivers Licence
- 12.2 CMETB cannot accept liability for any loss or damage resulting from the use of privately- owned transport on CMETB business.
- 12.3 Administrative Staff in Cavan and Monaghan offices must seek approval from their Line Manager/Director/CE, if a journey is taken outside Cavan and Monaghan.
- 12.4 All school/centre staff must complete a Permission for Absence form and seek prior approval from their Principal/Centre Manager before travelling.
- 12.5 Principals/Centre Manager must complete a Leave of Absence form and seek approval from the Director of Schools/FET before travelling.
- 12.6 Incorrect or incomplete submissions will be rejected and returned to the employee for completion which may result in delay of payment.

### **13. Checking of Claim**

The claimant and their line manager are responsible for checking claims to ensure:

- a) Claims are reconciled as per Google maps and is the shortest route
- b) Consistency of subsistence claims with times absent
- c) All receipts are uploaded

### **14. Processing**

A second approver from Head Office will review the claim originally approved by the line manager. If forms are incomplete, they will be rejected and sent back to the claimant.

### **15. Misappropriation etc.**

The submission of a false or exaggerated expenses claim is a serious matter which may lead to investigation and possible disciplinary action being taken by CMETB under the CMETB Anti-Fraud and Corruption Policy.

### **16. Freedom of Information**

Details of travel and subsistence payments made by CMETB may be released in response to requests received under the Freedom of Information Act 2014.

### **17. General**

It is the responsibility of each Line Manager to ensure all relevant staff are notified of their responsibilities under these procedures. Board members will be notified of their responsibilities by the Chief Executive.

## 18. Other Documents of Reference

Department of Education (DE) Circular Letters:

### **Circular 0018/2015**

[gov.ie](http://www.gov.ie) - [Code of practice for the governance of Education and Training Boards \(ETBs\) \(www.gov.ie\)](http://www.gov.ie)

### **Circular 0064/2021**

[gov.ie](http://www.gov.ie) - [Changes to the Domestic Subsistence Rates Effective from 01 December 2021 Payable to Staff in Education and Training Boards \(ETBs\) and members of ETBs and of ETB Statutory Committees \(www.gov.ie\)](http://www.gov.ie)

### **Circular 0039/2017**

[gov.ie](http://www.gov.ie) - [Domestic Travel and Subsistence Rates Effective from 1st April 2017 Payable to Members of Education and Training Boards \(ETBs\) and Statutory Committees \(www.gov.ie\)](http://www.gov.ie)

### **Circular 0031/2015**

[gov.ie](http://www.gov.ie) - [Attendance by members and employees of ETBs at courses, conferences, seminars etc abroad \(www.gov.ie\)](http://www.gov.ie)

**Circular 11/82:- Travelling and Subsistence Regulations**

<https://circulars.gov.ie/pdf/circular/finance/1982/11.pdf>

## 19. Implementation and Review

- 19.1 The Chief Executive, the Senior Management team and the Finance Department are responsible for the implementation of this policy.
- 19.2 This policy will be reviewed periodically in considering changes in legislation and guidance from sources such as the Internal Audit Unit, the C & AG, the Department of Education, the Department of Finance, the Department of Public Expenditure and Reform and the Revenue Commissioners.
- 19.3 The date of implementation of this policy is 19 July 2022 which is the date of adoption by Cavan and Monaghan Education and Training Board.