

Cavan Public Participation Network Travel and Expenses Policy

Is this document a:

Policy Procedure Protocol Guideline

Title of PPPG Development Group:			
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1.0	10.05.2022	n/a	PPN Handbook, F.McNamara

Travel and Expenses Policy

1. Purpose:

Travel and Expenses Policy for members conducting Cavan PPN business.

2. Scope:

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

3. Policy and Procedures:

Cavan PPN Representatives (those representing Cavan PPN on local decision-making structures) are entitled to make a request for travel and expenses for carrying out approved Cavan 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).

4. What Travel is Eligible?

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

5. 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.

6. 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.

Receipts (cont'd):

- Cavan PPN runs an annual budget and claims may only be made within the year they are incurred.
- To submit a claim, complete the Cavan PPN Travel Claim Form {SEE APPENDIX 1 BELOW}

7. Rates:

The rates for Travel and Expenses payable by Cavan PPN are as per public sector norms {SEE APPENDIX 2 BELOW}. For up-to-date rates, click the link below:

<https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx>

8. Authorising Claims:

Claims will be processed by the Support Worker and Authorised by the Chairperson of the Secretariat.

9. Reimbursement of Expenses:

Expenses will only be reimbursed if they are:

- Submitted on the Cavan PPN Travel and Expenses Claim Form which is fully completed in line 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.

10. 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 Cavan PPN representatives in PPN activities those representatives should seek prior approval by contacting the Support Worker at cavanppnsw@gmail.com 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: Cavan PPN will not be paying overnight expenses for travel to any event unless an overnight stay has been approved in advance by the Secretariat.



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

CVSP 6/2020

4th June 2020

Travel & Subsistence for PPNs

To each PPN Resource Worker for onward transmission to the PPN Secretariat,

PPNs, by virtue of their establishment under Section 46 of the Local Government Reform Act 2014 and their funding model, under which they receive the majority of their funding from this Department and their relevant local authority, are for all intents and purposes akin to public bodies and as such have certain obligations that they are obliged to comply with.

The purpose of this circular is to clarify arrangements for the payment by PPNs of expenses legitimately incurred in the service of the PPN to staff, Secretariat members and, where applicable, the PPN representatives on boards and committees.

Irrespective of their operating structure, whether hosted by a local authority, a host organisation or formally operating as a CGL, all PPNs are bound by the same conditions relating to expenses incurred by employees/members as all other public bodies funded by the Exchequer.

In that regard all legitimate travelling and subsistence expenses incurred, including motor travel rates being recouped by PPNs to staff, Secretariat members and in certain cases, PPN representatives to boards and committees where such expenses are not provided for by the board/committee, **MUST** be based on public sector rates applying at the time. It is not open to any PPN to set or determine its 'own' rates as it chooses. It would also be worth noting that current public sector rules on expenses confine themselves in the main to travel and subsistence costs.

Appropriate circulars in the matter of the above issue are available for download from the Department of Public Expenditure and Reform website at www.circulars.gov.ie

Any queries in relation to this the above should be addressed to ppn@drctd.gov.ie

Yours sincerely



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cc: each Director of Service (Community)