



## DOMINICAN COLLEGE MUCKROSS PARK

### Travel and Subsistence Expenses Policy

Approved by Board of Management 9<sup>th</sup> May 2023

#### Our Vision

To create a progressive learning environment of the highest quality where our students grow to become independent, respectful and caring women of integrity who live by Christian values and Dominican principles.

#### Our Mission

To provide our students with an education that in the spirit of St Dominic:

- recognises and responds to the unique needs and abilities of each individual student
- encourages the development of positive, respectful and inclusive relationships
- challenges each student to speak and act with honesty and integrity.

Approved by Board of Management:

Next policy review date:

#### 1. Introduction

Travel and subsistence allowances may be paid to members of the board of management, Principal, Deputy Principal, teaching and non-teaching staff for necessary travel required to carry out school business under the terms set out below.

#### 2. Types of business for which expense may be claimed:

i) The Principal may be paid expenses for necessary travel to carry out school business either in his/her capacity as Principal or as Secretary of the Board of Management for the following:

- Any necessary travel required to carry out school business.
- Any necessary subsistence required to carry out school business.

ii) The Chairperson of a Board of Management, by agreement with the Board, may be paid travel and subsistence allowances in the following circumstances:

- Any necessary travel required to carry out school business.
- Any necessary subsistence required to carry out school business.

#### iii) Board of Management members

- Any necessary travel required to carry out school business.
- Any necessary subsistence required to carry out school business.

#### iv) Teachers

- Any necessary travel required to carry out school business.
- Any necessary subsistence required to carry out school business.

v) **Non-teaching employees of a Board of Management**

- Any necessary travel required to carry out school business.
- Any necessary subsistence required to carry out school business.

vi) **Independent members of the selection committee**

- Any necessary travel required to carry out school business.
- Any necessary subsistence required to carry out school business.

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.

**3. Approval of expense claims:**

- 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 before incurring expenses for which they intend to make a claim.
- Claims must be made on the approved school 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.
- 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 to claim un-vouched or round sum expenses.

**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.
- 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:

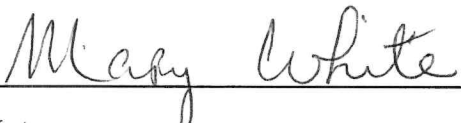
For questions about this policy, contact the board of management or Principal.

## 7. Policy Review:

This policy will be reviewed annually and updated where necessary.

Adopted by board of management on 9<sup>th</sup> May 2023

Signed by the Chair on behalf of the board of Management

 9<sup>th</sup> May 2023

### 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.

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