

Document Information

1. Document Details

Title:	Travel & Expenses Policy
Author(s):	Senior Management Accountant
Version No:	1
Status:	Approved

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	May 2020	New Draft Policy	No

3. Relevant Existing/Related Documents

CIT Travel & Expenses Policy,
ITT Finance Policies & Procedures
Official Circulars and Guideline issues by Government Departments incl. new Circular 05/2015

4. Consultation History

This document has been prepared in consultation with the following bodies:

Expenses Offices in CIT & ITT

5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Governing Body	22/01/2021	Approval of the Policy

Travel & Expenses Policy

1. Applicability of Policy

This policy is based on Circular Letters and other guidance issued from the Department of Finance, Department of Education & Skills and the Revenue Commissioners in respect of travel expenses and allowances. It shall apply to all staff and in certain instances to students, who may be entitled to claim travel allowances and/or expenses and to all claims submitted to and paid by the University, irrespective of funding source. Its aim is to ensure that staff and students are fairly reimbursed for travelling and other out of pocket expenses, whilst achieving the best Value for Money.

2. Travel Procedures & Regulations

The University shall have a set of Travel Procedures & Regulations, which shall be based on current best practice in the public sector and shall implement the University's Travel & Expenses Policy. The Travel Procedures & Regulations shall be approved by the VP for Finance & Administration / Corporate Affairs.

All travel and expense claims shall be processed through the University's Expenses Offices in Cork and Kerry, in accordance with the University's Travel Procedures & Regulations.

3. Compliance

Compliance with the Travel & Expenses Policy and the Travel Procedures & Regulations is checked by the Expenses Office irrespective of the level of authorization on a claim. Non-compliance with the Travel & Expenses Policy or the Travel Procedures & Regulations shall be notified to the Vice President for Finance & Administration / Corporate Affairs and in the case of serious non-compliance to the President. A note of all instances of non-compliance and approved exceptions will be held on record for audit purposes.

4. Approved Exceptions

In rare and exceptional circumstances, where an expense claim is being submitted that does not comply with this Policy or the Travel Procedures & Regulations but is considered of benefit to the University the claim will be dealt with via the Disputes and Appeals Procedure as set out in the Travel Procedures and Regulations. This provision does not apply where this Policy or the Travel Procedures & Regulations could have been appropriately applied.

5. Approval and Modification of the Travel & Expenses Policy

Any modification to the Travel & Expenses Policy shall require the approval of the Governing Body.

Claims & Authorisation

6. Travel & Expense Authorisation

Each member of staff shall require prior approval of any trip on official business away from the University or their normal place of work. This applies to all staff including academic staff that may travel on official business during official leave periods. It should include the estimate cost of the trip and should be approved by the appropriate person, per the table below:

Person Travelling	Authorisation
President	Chair or Nominated GB Member
Member of the Executive	President
Heads of School	Relevant Member of the Executive
Heads of Department	Relevant Heads of School
Central Service Managers	Relevant Member of Executive
All Other Staff assigned to a Department	Head of Department
All Staff assigned to a Central Service Department	Central Service Manager
Staff Travelling on Non Departmental Budgets, including R&D projects and Other Self Financing Projects	Head of Department, Centre of Office in consultation with the budget holder
Scholarship Students & Post Graduate Students	Project Budget Holder

7. Submission of Travel & Expense Claim

Claims in respect of travel or other reclaimable expenses must be submitted promptly to the respective Expenses Office in Cork or Kerry and should be received no later than the end of the month after which the travel was undertaken or the expense incurred.

Claims submitted must include a cost centre code indicating the source of funds and should be signed by the appropriate authority.

8. Late Submission of Travel & Expense Claims

The University reserves the right to return unpaid any claim not submitted within the time permitted in this Policy or any claim non-compliant with the Travel Procedures & Regulations.

Travel Allowances

9. Travel & Expense Allowances

Allowances are paid in respect of motor travel (per km), subsistence (for absences longer than 5 hours) and other vouched out of pocket expenses subject to the Travel Procedures and Regulations. Motor & Subsistence allowances are published on the Finance Office website and change from time to time.

10. Motor Expenses

Persons who use their own vehicle for official University business, must ensure that it is insured for that purpose. The onus is on the individual to ensure that business travel or limited work related use is covered on their own policy. Allowances are paid per kilometre based on the engine size of the car and the cumulative distance travelled in a 12-month period.

11. Calculation of Distances for Motor Allowances

In general, the shortest distance in kilometres should be claimed, however the University applies maximum distances between major towns and cities and commonly travelled routes from the University. These are published on the Finance Office website.

12. Subsistence Allowances

Subsistence allowances are payable for absences of longer than 5 hours, longer than 10 hours or overnight (up to 24 hours) on official business. Day allowances (5-hour and 10-hour rates) are *not applicable* within 8km of home or place of work. Overnight allowances are *not applicable* for travel within 100km of home or place of work. However, in exceptional circumstances, overnight allowances may be paid for travel between 50km and 100km of home or work.

13. Advance Payments

The University recognises that some planned travel may be expensive and provides a mechanism to advance the staff or student a portion of costs by way of an advance payment. The maximum sum that shall be advanced is 75% of the estimated subsistence allowances. Advance payments are made on an exceptional basis are not applicable for travel within the Republic of Ireland. The staff member or student is liable to repay all or part advance if the travel is cancelled or the submitted claim does not cover the advance payment.

Other Travel Expenses

14. Other Travel Expenses

Claims for all items excluding motor travel allowances and subsistence allowances, must be accompanied by vouched evidence of expenditure. Receipts should clearly identify the expenditure that is being claimed and credit and debit card receipts are not acceptable if they do not detail what was purchased.

15. Rail Travel

Rail Travel at home or abroad, should be in standard class. However additional fees in respect of seat reservations are permissible provided it is standard class or equivalent. Members of the Executive are permitted to opt for business class rail travel or equivalent. In Ireland these products are described as 'City Gold', 'Premier', 'First Class or 'First Plus'.

Staff requested to accompany members of the Executive on official business, may also avail of business class rail travel.

16. Flights

All flights are to be booked via the web-based online travel booking system known as the 'ETR'. This system forms part of the control procedures for foreign travel. A validly agreed reason and prior written approval for the Expense Office is required for flights not booked via the ETR. The University provides training for all users of system and it the responsibility of staff to ensure they are setup and trained on the system well before travelling.

Other costs such as accommodation, rail travel, car hire may also be booked via the ETR system, but these are not mandatory, but where used, they should be noted on the Leave of Absence & Travel Claim Form. Importantly, where accommodation is booked, the normal subsistence rates apply and the value of the booking is deducted from the subsistence calculation. The staff member or student is liable to repay the University for all costs incurred if they do not travel, unless the reason is outside of their control.

17. Refunds

Out of pocket expenses and minor items may be refunded to staff or students on submission of a validly approved claim with receipts attached. However, refunds for items purchased should be of minor nature and generally not items that are procured via a Purchase Order. The reason for the purchase of such items should be stated clearly on the Expense Claim.

18. Hospitality Policy

Whilst recognising the importance of hospitality it is prudent to apply limits and restrictions to ensure that it is applied when necessary, is not excessive and provides value for money. The University has a Hospitality Policy and Hospitality & Entertainment Procedures to ensure that costs are not excessive and are only provided where necessary. Please refer to these documents for further information

Policy Approved by the Governing Body on 22nd January 2021