

## Waterford PPN Travel Policy

Travel expenses will be reimbursed to PPN Representatives/Members at the rate of Public Service travel rates and in line with the following procedures:

**a)** Expenses are payable in relation to meetings/activities undertaken at the request of, or with the approval of Finance Committee/Secretariat, rather than those undertaken at the request of the Committee upon which the Representative sits.

**b)** Expenses are accrued at Public Service travel rates per KM (*Motor Travel Rates Circular Circular 16/2022: Revised Motor Travel Rates (Dept of Public Expenditure and Reform)*)

Distance	Engine Capacity up to 1200cc Or Electric	Engine Capacity up 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1 / 0-1500KM	41.80 cent	43.40 cent	51.82 cent
Band 2/ 1501-5500KM	72.64 cent	79.18 cent	90.63 cent

**c)** In an event where a Representative is travelling long distance e.g.; Dublin, Cork etc they should use public transport. Where it is more convenient for a rep to travel using their own transport rather than public transport then the member can claim the equivalent of the train/bus etc

**d)** Overnight costs will **ONLY** be reimbursed in exceptional circumstances and where it is absolutely necessary and **MUST** be prior approved where possible.

**e)** Expenses/receipts must be claimed within 3 months. It is the responsibility of the claimant to keep a record of dates etc of meetings attended. Any expenses claimed outside of this period will be paid at the discretion of the Finance Committee/Secretariat.

**f)** Childcare costs at €10 per/hr can also be reimbursed and must be approved in advance.

**g)** Car Pooling - Only the driver may claim for mileage.

**h)** All claims must be submitted to the Staff of Waterford PPN on the appropriate form who will cross – reference with meeting attendance records. Travel will be paid via Bank Transfer and may take up to 3 weeks