



Waterford Public Participation Network (PPN) Travel Expenses Policy

Background

Volunteers should not be out of pocket for their participation when representing Waterford PPN on Boards/Committees. This policy has been put together in line with standard practice across the community and public sector.

Who can claim expenses?

This expenses policy applies to PPN representatives who have been elected to represent the PPN on committees such as the Secretariat, PPN Rep Meetings, Strategic Policy Committees, the Local Community Development Committee and the Joint Policing Committees, etc.

Expenses should only be claimed by volunteers who incur them. If a PPN Rep participates in the PPN as part of their professional work, they should only claim expenses from the PPN if they cannot claim them from their employer.

What can expenses be claimed for?

Expenses can only be claimed by PPN Reps for meetings, training, events, etc. while in their official capacity. In the context of Linkage Group meetings, expenses can only be claimed by the PPN Rep attached to that Linkage Group. PPN Reps that attend other PPN organised events or meetings not specifically organised for their attendance, cannot claim expenses.

Associated costs (i.e. Meals for day long events where refreshments are not provided) may only be claimed with pre-approval from the PPN worker. Overnight costs will only be approved in exceptional circumstances and where it is absolutely necessary. Childcare costs and loss of earnings are not covered by this expenses policy.

Who pays the expenses?

Expense claims should, where possible, be borne by the organisation that requested representation from the PPN, where that organisation operates independently of the local authority. Otherwise, expenses are covered by the PPN operating budget.

Public Transport

Public transport and / or carpooling **must** be the first option where feasible. Expenses for public transport tickets will be reimbursed at face value provided the original tickets/receipts are provided.

Mileage Rates

Where public transport is not a realistic option, mileage will be paid to claimants for the use of their car. These will be paid out at the standard rates allowable by Revenue and based on local authority rates. Mileage is available on round trips of 5km or more.

Upon submission of a claim, distance is calculated by the shortest possible route from the claimant's home/workplace to the meeting venue. Distance is calculated to the closest kilometre.

Engine capacity up to 1200cc	Engine capacity 1201cc - 1500cc	Engine capacity 1501cc and over
41.80 cent	43.40 cent	51.82 cent

Payment and Claim Notes

All claims must be submitted to the PPN Staff on the appropriate form who will cross-reference with meeting attendance records.

- All expenses must be claimed by May 1st and December 7th of the current year.
- Reimbursement of expenses are paid via Bank transfer and can take up to 3 weeks from date of receipt. Claimants must fill out the PPN Supplier Set Up Form.

Amendment History

This policy was first drafted in July 2016

This policy was approved at the PPN Plenary in 2020

This policy was updated to reflect updated rates in Sept 2022