

Saint John of God Kerry Services

Hospitality - Compassion - - Respect

01

Travel Expenses Claims Policy and Procedure

Saint John of God Kerry Services

Title:	Travel Expenses Claims
Document Reference:	Kerry
Approval Date:	Jan 2022
Revision Number:	03
Pages, incl. cover & signature:	3
Approved By:	PPP Group

Policy and Procedure

It is the policy of Saint John of God Kerry Services to uphold the tradition of hospitality while also ensuring the safety and well-being of each individual attending its day service, or availing of its residential service and ensuring transparency in relation to finances and expenditure by the Service.

This procedure applies to all staff of Saint John of God Kerry Services.

1. All travel expenses, including subsistence, will be submitted on the Monthly Travel Expense Form(Sample Appendix 1)
2. which must be authorised by the employee's **Line Manager and Operations Manager** before forwarding to the Finance Department for payment.
3. Subsistence Allowance/travel costs can be claimed in advance of a trip, if required, and are paid in line with rates advised to the Service by the Finance Department at Hospitaller Ministries Head Quarters
4. Use of personal transport will only be permitted when the Employee has a letter of Indemnity from their Car Insurer indemnifying St. John of God Services from responsibility in the case of a claim. A copy of the letter of indemnity needs to be submitted to enable mileage claims to be approved.

The Subsistence Rates are as follows:

• Overnight Subsistence Allowance:	€ 100.12
• Daily Subsistence All – 5 hours- 10 Hours	€ 14.01
• Daily Subsistence All - More than 10 Hours	€ 33.61
• Overnight plus Daily Allowance:	€ 133.73
• Vouched Overnight Costs of up to plus Daily Allowance - Dublin	€ 133.73 – Rate for Dublin only € 33.61

3. Taxi/Public Transport Costs

- Costs of Taxis and Public Transport are to be included in Travel Expenses Claim form and verified with receipts for same.
- Approval, in writing, must be sought in advance by the employee's Line Manager for booked travel.

4. Flights and Accommodation Bookings

Employees will make bookings and reclaim cost of flights on their Travel Expense Forms, in advance of trip if required. Accommodation and meal costs for such trips are covered by subsistence allowance.

5. Foreign Travel

All requests for foreign travel for Kerry Community Services Limited, which includes ferries, flights, hotel accommodation etc. must be approved, in writing, prior to booking by the Group Executive of Hospitaller Ministries.

Saint John of God Kerry Services				
Monthly Travel / Expense Claim Form				
Month/Year				
Employee Name				
Employee Personnel No				
Employee Cost Centre				
Mileage Expenses				
Date	Destination	Purpose	Kilometres	Expense Code
Total Kilometres			0.00	
Make/Model	Engine Capacity (cc)	Rate per Km (See Below)	Euros	
			€0.00	
Other Expenses, e.g. train, taxis, subsistence, etc. receipts are attached.				Please ensure
receipts are attached.				Expense Code
Date	Description	Purpose	Value	Expense Code

		Total Other Expenses	0.00	
Rates per km effective from 01/04/17		Engine Capacity up to 1,200 CC	Engine Capacity 1,201 - 1,500 CC	Engine Capacity over 1,500 CC
Band 1	0 - 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,501 - 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,501 - 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent
	Cumul. KM on last Travel Claim			
	Kilometres on this Travel Claim			
	Cumulative Kilometres to Date			
CLAIMED BY: _____	Claimant's signature		DATE: _____	
APPROVED BY: _____	Supervisor / Programme Manager		DATE: _____	
AUTHORISED BY: _____	Operations Manager		DATE: _____	

SIGNATURE PAGE

I have read, understand and agree to adhere to the attached Procedure:

Print Name	Signature	Area of Work	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____