



Saint John of God  
Community Services clg.

## **Kerry Services Policy 01**

Travel Expenses Claims

Completed January 2025

THIS DOCUMENT OUTLINES ST JOHN OF GOD COMMUNITY SERVICES CLG.  
Kerry Services

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| <b>Document drafted by</b>                     | PPPG   |
| <b>Document approved by</b>                    | Finannce Dept<br>PPPG Committee                                  |
| <b>Responsibility for Implementation</b>       | All employees of Saint John of God<br>Community Services Limited |
| <b>Responsibility for evaluation and audit</b> | Senior Management  |
| <b>Pages, incl. cover and signature</b>        | 6  |



# Travel Expenses Claims

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. This form 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 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 effective 29<sup>th</sup> Jan 2025 are as follows:**

|   |  |
|---|--|
| • <b>Overnight Subsistence Allowance:</b>                               | <b>€ 205.53</b>                                  |
| • <b>Daily Subsistence All – 5 hours- 10 Hours</b>                      | <b>€ 19.25</b>                                   |
| • <b>Daily Subsistence All - More than 10 Hours</b>                     | <b>€ 46.17</b>                                   |
| • <b>Overnight plus Daily Allowance:</b>                                | <b>€205.53 + 46.17</b>                           |
| • <b>Vouched Overnight Costs of up to plus Daily Allowance - Dublin</b> | <b>€205.53– Rate for Dublin only<br/>€ 46.17</b> |

## **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.



### **Flights and Accommodation Bookings**

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

### **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.

### **Staff Claiming Mileage**

Staff eligible for a mileage claim must be requested by your Line Manager and approved by the Operations Manager, if approved the following must be strictly adhered to: -

1. Each employee must provide proof of Insurance annually with cover in place to use their vehicle on the business of their employer – suggested wording should be 'used by insured in connection with his/her business or profession'.
2. A letter of Indemnity to the employer (i.e., St John of God Community Services clg) should also be provided by the employee's motor insurance.
3. Completed drivers' declaration and copy of drivers' licence both sides.
4. Payroll can only process mileage claims when a staff member is on the approved list and all documentation is on file.



## Appendix 1

[illegible]

## SIGNATURE PAGE

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

[illegible]