



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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Responsibility for Implementation	All employees of Saint John of God Community Services Limited	
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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)
- This form must be authorised by the employee's Line Manager and Operations Manager before forwarding to the Finance Department for payment.
- 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 29th Jan 2025 are as follows:

Overnight Subsistence Allowance: € 205.53
 Daily Subsistence All – 5 hours- 10 Hours € 19.25
 Daily Subsistence All - More than 10 Hours € 46.17

Overnight plus Daily Allowance: €205.53 + 46.17

Vouched Overnight Costs of up to plus Daily Allowance - Dublin
 €205.53- Rate for Dublin only
 € 46.17

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: -

- 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

Kerry Services st John of God Monthly Travel / Expense Claim Form Month/Year Intellectual Employee Name Employee Personnel No **Disability Services** Employee Cost Centre Mileage Expenses Kilometres **Expense Code Date** Destination **Purpose Total Kilometres** 0.00 Total Kilometres @ rate 1 Total Kilometres @ rate 2 Make/Model Engine Capacity (cc) Rate per Km (See Below) Euros **€0.00** rate 1 **€0.00** rate 2 Other Expenses, e.g. train, taxis, subsistance, etc. Please ensure receipts are attached. Description Value **Expense Code Total Other Expenses** 0.00 Engine Capacity 1,201 -Rates per km effective **Engine Capacity over** Engine Capacity up to 1,200 CC from 01/09/2022 1,500 CC 1,500 CC 41.80 cent 0 - 1,500 km 1,501 - 5,500 km Band 1 51.82 cent 72.64 cent 31.78 cent 79.18 cent Band 2 90.63 cent 5,501 - 25,000 km 25,001 km and over 31.79 cent 39.22 cent Band 3 20.56 cent ourneys carried out in electric vehicles should use the rates applicable to engine capacity 1201cc-1500 Cumul. KM on last Travel Claim Kilometres on this Travel Claim Cumulative Kilometres to Date 0.00 0.00 0.00 DATE: CLAIMED BY: Claimant's signature DATE: APPROVED BY: Supervisor / Programme Manager DATE: **AUTHORISED BY Operations Manager**

SIGNATURE PAGE

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

Print Name	Signature	Area of Work	Date
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