



Líonraí Rannpháirtíochta Pobail DLR
Public Participation Network DLR

Travel and Expenses Policy for DLR Public Participation Network

Purpose: Travel and Expenses Policy for members conducting PPN business.

Scope: Secretariat Members, PPN Representatives and other PPN members and staff if requested by the Secretariat to travel on PPN business.

Policy and Procedures: PPN Representatives (those representing the PPN on local decision-making structures) are entitled to make a request for travel and expenses for carrying out approved PPN business. A request for travel expenses can only be made when travel and expenses cannot be covered by another source (e.g. is not paid by the Board or Committee being attended by the Representative).

What Travel is Eligible?

- Travel by PPN representatives to the Secretariat Meetings and any other events organised by the PPN or external organisation which DLR PPN wishes them to participate in.
- Travel may be by standard class public transport or private car.
- PPN Representatives who do not have access to other means of transport may use taxis only upon prior approval of the PPN Secretariat.

Making Travel and Expenses Claims:

- Claims will only be made when payment of expenses cannot be covered by another source.
- Members must state the start and end point of each journey, the form of transport, and the purpose of the journey.

When to Claim Expenses

Expenses submitted outside of the applicable timespan will not be reimbursed, there is no carry over.

Expenses from January - June must be claimed by the end of July of the same year. Expenses from July - December must be claimed by the 3rd week in December of the same year. This is due to PPN expenditure and financial reporting requirements from the Department of Rural & Community Development.

Receipts:

Other than mileage and standard expenses rates, no reimbursements will be made unless

- receipts are submitted. (E-mailed photos, scans or originals are acceptable).
 - Claims for travel and subsistence will be processed through online banking only.
- DLR PPN runs an annual budget, and claims may only be made within the year they are incurred.
- To submit a claim, fill in the reimbursement sheet circulated by PPN staff. You will need to provide your personal and bank details (Name, address, IBAN, BIC)

Rates:

The rates for Travel and Expenses payable by DLR PPN are as per public sector norms. These can be viewed [here](#).

Authorising Claims:

Claims will be processed by DLR PPN Team and Authorised by Designated Person from the DLR PPN Financial Subcommittee

Reimbursement of Expenses:

Expenses will only be reimbursed if they are:

- Submitted on the DLR PPN Travel and Expenses Claim Form which is fully completed in line with this policy.
- Accompanied by original receipts or e-mail photos/scans of receipts where appropriate
- Receipts are not necessary for agreed mileage and subsistence rates.
- Appropriately authorized as above.

Overnight expenses: DLR PPN will not be paying overnight expenses for travel to any event unless an overnight stay has been approved in advance by the Secretariat.