

2020



# WESTMEATH PUBLIC PARTICIPATION NETWORK WPPN

## Westmeath PPN Expenses Policy

Ratified by Westmeath PPN members at the Westmeath PPN Plenary meeting ??/??/2020

WESTMEATH PPN

## CVSP 6/2020      Travel & Subsistence for PPNs

“ PPNs, by virtue of their establishment under Section 46 of the Local Government Reform Act 2014 and their funding model, under which they receive the majority of their funding from this Department and their relevant local authority, are for all intents and purposes akin to public bodies and as such have certain obligations that they are obliged to comply with.

Irrespective of their operating structure, whether hosted by a local authority, a host organisation or formally operating as a CGL, all PPNs are bound by the same conditions relating to expenses incurred by employees/members as all other public bodies funded by the Exchequer.

In that regard all legitimate travelling and subsistence expenses incurred, including motor travel rates being recouped by PPNs to staff, Secretariat members and in certain cases, PPN representatives to boards and committees where such expenses are not provided for by the board/committee, MUST be based on public sector rates applying at the time. It is not open to any PPN to set or determine its ‘own’ rates as it chooses. It would also be worth noting that current public sector rules on expenses confine themselves in the main to travel and subsistence costs.

Appropriate circulars in the matter of the above issue are available for download from the Department of Public Expenditure and Reform website at [www.circulars.gov.ie](http://www.circulars.gov.ie) ”

### SECTION 1: WHO CAN CLAIM EXPENSES WESTMEATH PPN

Representatives who have been elected to sit on committees (Secretariat, SPCs, LCDC, JPC, MRDATF etc) can claim expenses, providing their participation is not part of their professional work and they cannot claim expenses for their participation from the Local Authority, their employer or from any other source.

### SECTION 2: WHAT EXPENSES CAN BE CLAIMED

- a) Travel by private vehicle (AA Route Finder/Google Maps or similar determines the distance) or public transport to meetings of the committee that the Westmeath PPN Representative has been elected to attend.
- b) Parking & TOLL costs for these meetings.
- c) PPN representatives’ travel and parking costs to other meetings subject to prior approval of the Westmeath PPN Secretariat or Resource Worker.
- d) PPN Reps that attend other PPN organised events or meetings not specifically organised for their attendance, cannot claim expenses for that meeting e.g. Plenary.
- e) Attendance at Events, workshops, training etc Must be agreed in advance by Secretariat. NOTE number of reps attending must be agreed in advance, and reps must complete report form and use the training/knowledge for the betterment of WPPN.

- f) Subsistence Rates (i.e. meals for day long events where substantial refreshments are not provided) may only be claimed with pre-approval from the Westmeath PPN Secretariat or Resource Worker.
- g) Overnight costs will only be approved in exceptional circumstances where absolutely necessary and with prior approval of the Secretariat.

### SECTION 3: MILEAGE RATES - Circular 05/2017 – Motor Travel Rates

- a) If mileage cannot be claimed from elsewhere, for those using a private motor vehicle Westmeath PPN will pay mileage as laid out in Circular 05/2017: Motor Travel Rates, or at rate specified in any circulars which supersede 05/2017. Appropriate circulars in the matter of the above issue are available for download from the Department of Public Expenditure and Reform website at [www.circulars.gov.ie](http://www.circulars.gov.ie)

Motor Travel Rates per kilometre

Distance Bands		Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
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

### SECTION 4: SUBSISTENCE RATES - Circular 13/2019:

#### Domestic Subsistence Allowances

Subsistence Rates (i.e. meals for day long events where substantial refreshments are not provided) may only be claimed with pre-approval from the Westmeath PPN Secretariat or Resource Worker.

The daily subsistence:

- Over 5 Hour rate of €15.41
- Over 10 Hours and over rate of €36.97

Appropriate circulars in the matter of the above issue are available for download from the Department of Public Expenditure and Reform website at [www.circulars.gov.ie](http://www.circulars.gov.ie)

### SECTION 5: WHEN TO CLAIM EXPENSES

- a) Expenses must be claimed on a bi-monthly basis (but always in the same year). Expenses claimed in 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.

## SECTION 6: HOW TO SUBMIT A CLAIM

- a) Mileage claims are a full and comprehensive payment to cover fuel, depreciation, wear and tear, insurance etc as a full and final payment to cover all claims against Westmeath PPN.
- b) It is the responsibility of each claimant to ensure that they have sufficient insurance cover in place to indemnify Westmeath PPN and its host organisation Westmeath County Council.
- c) Complete an expense claim form, preferably electronically or a hard copy if preferred. The PPN Resource Worker can assist with this.
- d) The start and end point of each journey must be stated and the purpose of travel. This information is necessary for all modes of travel.
- e) Receipts, for example parking, public transport tickets etc must be submitted.
- f) Return the form to the Westmeath PPN Resource Worker for authorisation and processing.

## SECTION 7: HOW EXPENSES ARE REIMBURSED

- a) Payments are made by Westmeath PPN's host organisation Westmeath County Council.
- b) Expenses will be reimbursed by bank transfer.
- c) IBAN and BIC information will be required for bank transfer.

## SECTION 8: REVIEW

- a) This policy will be reviewed in January 2021 or as Department of Public Expenditure issues superseding circulars on Travel & Subsistence Rates.

## Appendix 1 WPPN Expenses Sheet

# Westmeath (WPPN) Public Participation Network

## Travel & Subsistence Form for Attendance at Meetings/Events on behalf of Westmeath PPN



I declare that: -

- a) I have necessarily incurred expenditure on travel as detailed below
- b) The statements furnished herein are complete and accurate in all respects.
- c) No other payment has been made to me or is payable to me in respect of the time(s), journey(s) or other matters set out herein.
- d) I have not made and will not make, any other claim for payment in respect of the time(s), journey(s).

Name of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_ Make of Car: \_\_\_\_\_ Engine Capacity (cc's) \_\_\_\_\_

Home Address: \_\_\_\_\_ Signature of Claimant: \_\_\_\_\_

Date of Meeting	Purpose of Meeting	Place Meeting Held	Departure & Return Time	Rate per KM	Total Return KM Claimed	Subsistence Claim	Checked by
<b>Totals:</b>							

Other expenses: Tolls: \_\_\_\_\_ Parking: \_\_\_\_\_ Other: \_\_\_\_\_

**Office use only:** Meeting(s) Check: \_\_\_\_\_ Reps Report(s) Received \_\_\_\_\_ Mileage Checked: \_\_\_\_\_ Subsistence Checked \_\_\_\_\_ Other Checked \_\_\_\_\_

**Certified for Payment:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Amount Claimed/Paid** \_\_\_\_\_