

2019



**WESTMEATH
PUBLIC PARTICIPATION NETWORK WPPN
Westmeath PPN Expenses Policy**

**Ratified by Westmeath PPN members at the Westmeath PPN Plenary meeting
10/09/2019
WESTMEATH PPN**

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 or public transport to meetings of the committee that the Westmeath PPN Representative has been elected to attend.
- b) Parking 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) Associated costs (i.e. meals for day long events where refreshments are not provided) may only be claimed with pre-approval from the Westmeath PPN Secretariat or Resource Worker.
- f) Overnight costs will only be approved in exceptional circumstances where absolutely necessary and with prior approval of the Secretariat.

SECTION 3: MILEAGE RATES

- a) If mileage cannot be claimed from elsewhere, for those using a private motor vehicle Westmeath PPN will pay a flat mileage fee of .4815 cent per kilometre.

SECTION 4: 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 5: 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 that they have sufficient insurance cover in place to indemnifying Westmeath PPN and its host organisation Westmeath County Council.

- c) Complete an expenses 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 6: 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 7: REVIEW

- a) This policy will be reviewed in January 2021

Appendix 1 WPPN Expenses Sheet

Travelling Expenses 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 and 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: _____

Home Address: _____

Make of Car: _____ Engine Capacity (cc's) _____

Signature of Claimant:- _____

Purpose of Meeting	Date of Meeting	Place Meeting Held	Distance of Meeting KILOMETRES	Rate	Total Claimed
				€0.4815	
				€0.4815	
				€0.4815	
				€0.4815	
				€0.4815	

Office use only

Certified for Payment: _____ Date: _____

Return completed Repts Expenses forms to WPPN-Public Participation Network

Community Development Section, Westmeath County Council, Áras an Chontae, Mullingar, Co. Westmeath, N91 FH4N Direct Line: 044 9332157 or by email: info@westmeathppn.ie

Westmeath PPN website: <https://westmeathppn.ie> for News & Upcoming Events