

## Document Information

### 1. Document Details

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| <b>Title:</b>      | <b>Travel Procedures &amp; Regulations</b> |
| <b>Author(s):</b>  | Senior Management Accountant               |
| <b>Version No:</b> | 1  |
| <b>Status:</b>     | Final                                      |

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

### 2. Revision History

| Version | Revision Date | Summary of Changes   | Changes tracked? |
|---------|---------------|--|------------------|
| 1       | Nov 2021      | These Procedures are required to implement the Travel & Expense Policy | -                |
|         |               |  |                  |
|         |               |  |                  |

### 3. Relevant Existing/Related Documents

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| A list of documents referenced is provided throughout the documents and references at the end. |
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### 4. Consultation History

***This document has been prepared in consultation with the following bodies:***

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|---|
| Finance Business Process Alignment Exercise, Corporate Affairs Working Group, Finance Managers & Expenses Staff |
|---|

### 5. Approvals

***This document requires following approvals (in order where applicable):***

| Name             | Date       | Details of Approval Required                       |
|------------------|------------|--|
| Finance Managers | 26/11/2021 | Finance Managers in Cork & Kerry                   |
| Vice Presidents  | 01/12/2021 | VP Finance & Administration & VP Corporate Affairs |
|                  |            |  |

# Travel & Expenses Procedures

## 1. Purpose and Applicability

These Procedures implement the University's Travel & Expense Policy as approved by the Governing Body. The Travel and Expense Regulations implement the relevant Circular Letters and other Guidelines issued by the Department of Finance, Department of Public Expenditure & Reform, Department of Education, the Higher Education Authority and Revenue Commissioners.

These procedures and regulations apply to all travel, subsistence and expenses paid by the University irrespective of funding source.

## 2. Prior Approval

All employees are required to obtain prior approval for any expense or travel. For domestic travel and refunded items, it is recommended this is recorded in writing (e.g. email) and retained by the employee. For Foreign travel Form (T01) should be completed and approved in advance of travelling or making any bookings.

## 3. Approval for Travel

The approvers are set out in the Travel & Expense Policy section 6 can only authorise travel and or expenses where there is sufficient budget to pay for the trip and an employee does not need to be replaced during the absence and in the case of academic staff classes are adequately covered. If the estimated costs are not completed or details are missing or the employee cannot be granted leave (e.g. during exam periods), the approver writes "NOT APPROVED" on the form and returns it to the person

## 4. Foreign travel Approval

Foreign travel additionally requires prior approval of the Expenses Office. Form (T01) serves as the record of absence on official business for insurance purposes. It is also the Travel & Expense Claim which will be submitted after the trip. A copy of the approved form should be emailed to the Expenses Office at [expenses@mtu.ie](mailto:expenses@mtu.ie) in advance. This is required to complete bookings made via the ETR, including all flight bookings

## 5. Submitting Travel Claims

Within one month of the travel being completed, the claim must be submitted on Core Portal (for domestic travel and other refunds) or on Form T01 (for foreign travel). The claims should include all supporting documentation and receipts. Legible scanned copies are permissible.

## 6. Non-Travel Refund Claim

Claims for non-travel related expenditure (e.g. refunds for minor items, or specific items that may only be purchased online) the receipts detailing the items should be attached to a Refund Form, signed the relevant authority per section 6 of the Travel & Expense Policy and forwarded to the Finance Office for payment.

## 7. Payment

All claims are paid directly into the claimants nominated Bank Account. Each claimant is notified following a payment of the sum being paid.

# Travel & Expense Regulations

## General Principals

### 8. Requirement to Travel

Employees required to travel on official business shall be paid travel and subsistence allowances in accordance with the University's Travel & Expense Policy and this Procedure and Regulations document.

All expenses reimbursed to employees must be wholly, necessarily and exclusively incurred for business purposes

Travel should be planned to ensure the most efficient route and at the minimum practical cost. Employees should avail of the cheapest mode of conveyance and avail of discounted tickets where available. (Circular 11/82 par 2)

Travel & Subsistence allowances cannot be paid to a person travelling to commence employment with the University (Circular 11/82 par 4)

### 9. Rates & Allowances

The fixed rates in respect of motor allowances and domestic and foreign subsistence allowances are determined from time to time by the Minister for Public Expenditure & Reform and are implemented by the University on a date approved by the Vice President for Finance and Administration / Corporate Affairs.

Expenses other than fixed rate motor allowances and subsistence shall be vouched by a receipt detailing the items purchased.

**Please note that subsistence allowances may not meet the whole cost incurred when an employee is travelling on official business and there is no provision to pay a higher rate or a direct invoice where the cost exceeds the approved rates. Subsistence is not intended as a source of emolument or profit.** (Circular 11/82 par 3)

### 10. Tax

In general expenses reimbursed to employees wholly, necessarily and exclusively for business purposes are paid without the deduction of tax.

Notwithstanding any provision in these regulations, the University shall deduct where required Income Tax or Professional Services Withholding Tax from any claim it deems to be subject to these taxes.

### 11. Submission of Claims

Employees are required to submit their Expense Claim on the appropriate forms or online via Core Portal, where applicable. These are available on the Finance Office website <http://finance.mtu.ie> (Circular 11/82 par 38)

Where travel is to a conference or seminar, a copy of the schedule or agenda (one or two pages maximum) should be attached to the claim to provide details of the event.

## Motor Allowances

### **12. Using Private Motor Vehicle**

Where an employee is required to use their own private vehicle for work related purposes, they will be required to obtain permission and declare that it is fully insured for the purpose and no liability shall attach to the University for any loss or damage resulting for using it (Circular 11/82 pars 5(1), 9(1))

An employee shall be approved to use their private motor vehicle on University Business provided that: (a) no suitable public transport (i.e., train or bus) is available. (b) public transport is available only at equal or greater expense (c) the use of public transport would result in the loss of official time which it is necessary to avoid. (Circular 11/82 pars 5(2))

### **13. Additional Insurance**

Where a staff member is required to pay an additional motor insurance premium because the business mileage exceeds that covered under normal use, or they are required to carry goods or equipment for example, the University may reimburse the cost of the additional premium on production of a receipt showing the difference between Social & Domestic use and Business use. (Circular 11/82 par 9(2))

### **14. Motor Allowances**

Where an employee is authorised to use their private motor vehicle, they will be paid allowances calculated by reference to the distance travelling in any year and the horse power of their vehicle. These rates are provided in circular letter from the Department of Finance and are the maximum rates payable without the deduction of Income tax per the Revenue Commissioners. (Circular 11/82 par 7)

### **15. Electric Vehicles**

For fully Electric Vehicles, (in the absence of a basis of determination or engine size), the applicable rates shall be equivalent to vehicles of an engine size not exceeding 1200cc

### **16. Reduced Motor Allowance to Conferences, Seminars & Courses**

The reduced motor allowance rates apply when an employee uses a private vehicle to attend a training course/conference, etc. Full motor allowances are only permitted where an employee uses their car to transport others to a training course/conference or are themselves a presenter at a training course/conference rather than an attendee. The reduced motor allowance rate applies regardless of what mileage has accumulated to date. (TDM, 2020 Part 05-01-06, p34)

### **17. Journeys from Home**

No expenses shall be paid for any part of a journey between home and work. Where an employee begins or ends a journey at home rather than work, the motor allowance payable shall be calculated from home or work whichever is lesser. However, where a journey commences or terminates at a weekend or other official leave period distance to home may be used. (Circular 11/82 pars 13,14)

**18. Using Private Motor Vehicle instead of Public Transport**

Where an employee opts to use their own private motor vehicle instead of availing of a viable public transport option, the amount payable shall not exceed the cost of the public transport. (Circular 11/82 par 12). In particular see par 26 on travel to Dublin.

**19. Duplication of Motor Journeys**

Where more than one employee is travelling to the same area, then reasonable effort should be made to avoid the multiple individual journeys. (Circular 11/82 par 6) Where multiple vehicles are used to travel to the same location /event the Institute may reduce the allowances payable where reasonable effort cannot be demonstrated to avoid the unnecessary duplication.

**20. Associated Expenses**

Employees shall be reimbursed expenses such as tolls, parking charges which relate to their journey on production of a receipt detailing the expense. Traffic and Parking fines will not be paid or reimbursed by the University. Expenses relating to the normal running cost of a motor vehicle, such as fuel, oil, servicing, puncture repairs etc. have been factored into the motor allowance rate per kilometer and will not be separately reimbursed.

**21. Distance Calculation**

In general, the actual distance in kilometres should be claimed, however the University applies standard distances between major towns and cities and commonly travelled routes from the University. Staff should be aware that motor allowances are calculated on the shorter distance from either the University or their home to the intended destination. In the event of a dispute in relation to distances travel, a calculation of the distance travelled based on the AA Ireland's Route Planner shall determine the distance to be used. (T&E 2021, par 11)

**22. Year**

For purposes of calculating the payment of motor allowances, the cumulative total of kilometres will commence on the 1<sup>st</sup> January each year. (Circular 18/2000 par 3)

## Public Transport

### **23. Car Hire**

Cars should only be hired where no public transport is available (Circular 11/82 par 11) where a car is hired in Ireland, the cost should not exceed the motor allowance payable if the employees had used their private motor vehicle.

### **24. Taxi Hire**

Taxi's should only be used where no cheaper method of public transport is available (Circular 11/82 par 11)

### **25. Rail Travel**

Where travel by rail provides a timely and cheaper option than travelling by private motor vehicle, then travel by rail should be used. Standard Class rail fares can be booked via the ETR or can be reimbursed on a vouched basis on the actual cost of the ticket, which should accompany the expenses claim. Additional seat reservation fees where applicable in Ireland or abroad in standard class are allowable. (Circular 11/82 par 11)

### **26. Business Class Rail**

Business class rail travel can be availed of by the President and members of the Executive, and other members of staff where they are required to travel with them. In Ireland these business class products are marketed as 'City Gold', 'First Class', 'Premier' or 'First Plus'. Staff requested to accompany members of the Executive on official business, may also avail of business class rail travel. (T&E 2021 par 15)

### **27. Travel to Dublin**

Trips from Cork City, Mallow, Tralee & Killarney to Dublin City will only be reimbursed by rail ticket, due to the high frequency of service on the route. Claims for Motor Allowances will not be permitted save for instances where significant amount of materials or equipment is required, that could not reasonable have been conveyed by rail. Motor Allowances covering travel to the train station are permitted subject to the normal rules covering travel (par 17)

Where a staff member opts to use their private motor vehicle to travel between Cork/Kerry and Dublin City, then the motor allowance will be capped at the standard adult day return rail fare from Cork or Tralee respectively. Claims from staff members who may travel as passengers in that motor vehicle will not be permitted as no cost has been incurred. (Circular 11/82 par 12)

## Subsistence Allowances

### 28. Overnight Allowances

An overnight allowance shall be paid to employees absent overnight on official business covering a period of 24 hours commencing from the time of departure. No further allowance shall be payable unless the absence exceeds a further 5 hours. (Circular 11/82 pars 16, 19)

An overnight allowance is payable for every overnight absence cover consecutive period of 24 hours for up to 14 nights. Thereafter a reduced rate will apply. (Circular 11/82 par 20(1))

Overnight Allowances are not payable for any absence within 100km of an employee's place of work or home. Claims for overnight allowances in excess of 50km and under 100km of an employee's home or work can be approved in advance on an exceptional basis by the Finance Office. (Circular 05/15 par 3)

### 29. Daytime Allowances

A daytime allowance is not payable for any absence within 8km of an employee's place of work or home (Circular 05/15 par 3)

Where a daytime allowance is payable for absences of 5 hours or more, time travelling to and from work and time spent at the employee's normal place of work are not counted. (Circular 11/82 par 18)

### 30. Reduced Rates

Reduced overnight rate are payable after 14 consecutive nights away. Depending on the reason for the extended absence further 14 or 21 night are payable at a reduced rate. (Circular 11/82 par 20)

Where an employee is away on official business for a period of longer than 14 nights, specific rates and rules apply to calculating allowances, payment in respect of maintaining a household if on continued absence, payment in respect of returning home at weekends and public holidays and annual leave. As this is a most unusual occurrence in the Institute you are advised to contract the Expenses Office in advance for details. The relevant provisions are not reproduced here but are included in Circular 11/82 pars 21 to 29 inclusive

### 31. Conference (Vouched Accommodation) Rate

The Conference Rate is applied on occasions where a person must stay at the conference hotel(s) recommended by the organizers – by reason of it being remote from any alternative cheaper accommodation or where the conference fee includes accommodation and there is no alternative available or transport is being provided. In general the applicable overnight subsistence night rate should be used and hotel bill should be settled in the normal way. The rate maybe used where it's application would generate a saving on the overall expense claim. The Conference rate cannot be used unnecessarily increase the cost of an expense claim.

### 32. Vouched Accommodation - Dublin

Where employee cannot source accommodation & meals within the Overnight rate in Dublin they may use the Vouched Accommodation rate. This rate provides for the vouched cost of accommodation limited to the overnight rate, plus a 10-hour rate. A receipt must be provided for accommodation. (Circular 13/2019 pars 4 to 7)

**33. Recall from Leave**

Where an employee is recalled from Leave, the cost of the travel may be reimbursed provided that the recall was not foreseen, or the employee was not informed of the probability of being recalled. If the employee is returning home then no subsistence allowances are payable for the duration of their recall. (Circular 11/82, pars 30,31)

**34. Sickness while on Official Business**

Where an employee is taken ill whilst on official business the relevant subsistence allowances will be paid provided the illness is of a short duration and the employee can continue on official business or they are certified unfit to travel. (Circular 11/82 par 32) It should be noted that the University's insurance does not cover staff with pre-existing conditions.

**35. Limit on Subsistence**

Subsistence cannot be paid for continuous absences of longer than 6 months in one location without the prior approval of the Department of Finance. (Circular 11/82 par 34)

**36. Items included in Subsistence Rates**

Subsistence allowances are designed to cover expenses actually incurred. The five hour day allowance covers the cost of one meal. The 10 hour day allowance covers two meals. The overnight allowance covers accommodation and meals for a 24 hours period. If an expense is not incurred, for example where a meal is provided, it would not be appropriate to pay subsistence also. (NTS 2009, pars 10-13)

**37. Deduction where Meals are provided**

Where meals are provided it should be stated on the Expense Claim and the following deductions from the subsistence allowances will apply: (NTS 2009, Appendix III)

- Where accommodation only is supplied – 50% of the overnight rate will be applied
- Where lunch or dinner are provided – the Five Hour Day Allowance will be deducted
- Where lunch and dinner are provided – the 10 Hour day Allowance will be deducted

**38. Class of Allowance**

From the 1<sup>st</sup> July 2015, a standard allowance (formerly A Rate) will apply to all staff travelling in Ireland and Abroad (Circular 05/15, par 2)



## Foreign Travel

### 39. Advance Approval

The University's Travel and Expense Policy requires that all foreign travel is approved in advance of travel by the Expenses Office. (FTPG 2009 pars 3,18)

### 40. Value for Money

The University has responsibility to ensure that it achieves Value for Money on all foreign travel and that the number of employees travelling is kept to a minimum. This applies in the case of all travel irrespective of funding source. (FTPG 2009 pars 3,4)

### 41. Flights

The University uses a travel agent and online booking system known as the 'ETR' to allow employees select and book appropriate flights. All flights should be booked via this system. The University may refund the cost of flights booked directly provided the travel was approved by the Expenses office in advance. (T&E 2021, par 16)

### 42. Choice of Carrier

All airline carriers should be considered to gain the best price including low-cost carriers. Airlines may not be excluded based on personal preference or use of air miles or other loyalty scheme unless a discount can be applied to the cost of the ticket. (FTPG 2009 pars 7,11)

### 43. Class of Flight Ticket

The University will only pay or refund the cost of Economy Class tickets. First class travel is not permissible and business class travel can only be used in exceptional circumstances and in reality, is not used by the University (FTPG 2009 par 7)

### 44. Flights for Non-Connected Persons

The University cannot book or refund the cost of flights person not connected with the official business of the University. (FTPG 2009 par 9)

### 45. Subsistence Claims

Where accommodation and/or meals are provided free of charge, then no subsistence claim should be made. (FTPG 2009 par 13)

### 46. Subsistence on Long Haul Flights

Subsistence allowances are not payable for time spent on long haul flights as the accommodation and meals costs are covered by the fare. This is of particular relevance to overnight flights. A sum of €10 may be claimed for incidental expenses in lieu. (FTPG 2009 par 14)

### 47. Hotels

Where a hotel cost is incurred (i.e the subsistence rate specified Hotel + X amount as the overnight rate), then a three or four star hotel should be used, unless there is a requirement to stay in a particular hotel (e.g. conference hotel and the rate is included in the conference fee) (FTPG 2009 par 15)

## Other Costs

### 48. Hospitality & Entertainment

Expense claims submitted for hospitality and entertainment should adhere to the general principals in Section I and must be:

- incurred wholly necessarily & exclusively for business purposes
- vouched by a detailed receipt
- submitted on the appropriate form or via Core Portal

Whilst recognising the importance of hospitality it is prudent to apply limits and restrictions to ensure that it is applied when necessary, is not excessive and provides value for money. The University has a Hospitality Policy and Hospitality & Entertainment Procedures to ensure that costs are not excessive and are only provided where necessary. Please refer to these documents for further information. (T&E 2021, par 18; HOSP 2021)

### 49. Other Expenses

Any expenses claim submitted should adhere to the general principals in that it must be:

- incurred wholly, necessarily & exclusively for business purposes
- vouched by a receipt detailing the purchase
- submitted on the appropriate form or via Core Portal

Items which could be ordered via the Purchasing Offices will not be reimbursed by way of an expense refund, irrespective of the source of funding for the purchase.

### 50. Memberships of Professional Bodies

In general membership fees to professional bodies are not paid or reimbursed by the University. The Revenue Commissioners provide that reimbursement of such fees are a taxabale expense subject to Income Tax and USC unless, they are wholly, necessarily & exclusively for business purposes. Where eligible, only one membership may be paid or reimbursed by the University. (TDM 2021, Part 05-02-18)

### 51. Membership Fees Exemptions

Memberships of Professional Bodies may be paid or reimbursed by the University where the employee is:

- (a) Statutorily required to hold a membership of a professional body or a practicing certificate or
- (b) A statutory provision restricts the ability of an individual to fulfill duties or
- (c) Where such fees are commercially necessary and are:
  - a. required under the terms of insurance indemnity policy
  - b. required to enter contracts with customers or
- (d) An indispensable condition of the tenure of employment (see below)

Examples of valid exemptions could include where registration is expressly required for lab or programme accreditation, access to research materials (not otherwise or separately available), or it is specifically required as essential requirement in the employee's job specification.

For the avoidance of doubt, where an academic member of staff is a member of a professional body, ordinarily required to hold a membership or practicing certificate, but is not practicing in that capacity that requires it (i.e. lecturing), then an exemption would not apply per Revenue guidance (TDM 2021, Part 05-02-18)

In relation to programme accreditation, where it is required as a standard condition by the professional body, only the membership for the nominated staff contact will be paid or reimbursed by the University.

## Advance Payments

### **52. Advance Payments**

The University recognises that some planned travel may be expensive and provides a mechanism to advance the staff or student a portion of costs by way of an advance payment. The maximum sum that shall be advanced is 90% of the estimated subsistence allowances. Advance payments are made on an exceptional basis are not applicable for travel within the Republic of Ireland. The staff member or student is liable to repay all or part advance if the travel is cancelled or the submitted claim does not cover the advance payment. Advances are usually paid one week prior to the dates of travel. There is provision for booking accommodation and travel costs e.g. rail travel for domestics and foreign trips via the ETR to reduce the personal outlay. (T&E 2018, par 13)

### **53. Advance Refunds for Accommodation & Fees**

The University recognises that better value of money can be achieved by permitting staff and students to arrange their own accommodation or hotels, where they are required to travel abroad by booking in advance and taking advantage of special offers or discounts. The same may apply to advance payment for conference and event fees.

As these costs maybe expensive, the University shall permit staff and students to claim a refund for the cost in advance of the travel taking place. The refund claim should be accompanied by a receipt for the cost actually paid and a copy of a signed approval for the travel, by the appropriate authority. The staff member or student is liable to repay the University if they do not travel, unless the reason is outside of their control. (T&E 2021, par 13)

### **54. Deduction of Advances**

Advances payments are deducted from the claim for which they were originally issued. In exceptional cases where the advance exceeded the actual costs or where advance refunded flights, hotels etc. did not materialise, the University will seek to recover payment from the staff member or student from subsequent claims, or may seek immediate full repayment. (T&E 2021, par 13)

## Disputes

### 55. Disputed Claims

All claims are processed by the Payroll & Expense Office and the application or allowances, and regulations will be applied and checked by the staff in this Office.

Any claim that is queried or disputed can be referred by the Claimant directly to Payroll & Expenses Office in the first instance, for explanation or correction of processing errors.

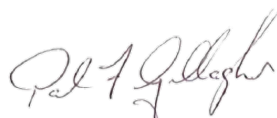
If the claim is still disputed, the Claimant can appeal to the Senior Management Accountant for review of the claim. Claimants should familiarise themselves with the relevant policies and procedures and clearly set out the reason for the appeal. This decision is final and will be noted on or attached to the claim and retained for audit purposes.

In exceptional cases which may have wider implications, or due to a conflict of interest, appeals will be referred by the Senior Management Accountant to the Finance Manager for decision and approval. The Finance Manager may refer claim to the VP for Finance & Administration / Corporate affairs for adjudication. This decision is final and will be noted on or attached to the claim and retained for audit purposes.

## Approval

### 56. Approval

These Travel & Expense Procedures & Regulations have been approved by the Vice President for Finance & Administration / Corporate Affairs on the date noted below.



\_\_\_\_\_  
Mr Paul Gallagher  
VP for Finance & Administration

1 Dec 2021

\_\_\_\_\_  
Effective Date



\_\_\_\_\_  
Ms Ciara Looney  
VP for Corporate Affairs

1 Dec 2021

\_\_\_\_\_  
Effective Date

## References

|           |  |
|-----------|--|
| 05/15     | “Circular Letter 0/2015 - Subsistence Allowances” 2015, Dept. of Public Expenditure & Reform |
| 11/82     | “Circular Letter 11/82 - Travelling and Subsistence Regulations” 1982, Department of Finance |
| 25/00     | “Circular Letter 25/2000 – Official Entertainment, Department of Finance (reissued           |
| 22/05     | “Circular Letter 22/05 - Subsistence Allowances” 2005, Department of Finance                 |
| FTPG 2009 | “Foreign Travel Policy Guidelines” 2009, Department of Finance                               |
| FTO 2009  | “Foreign Travel by Officials” 2009, Department of Education and Science                      |
| HOSP 2021 | “Hospital Policy”, 2021, Munster Technological University                                    |
| T&E 2021  | “Travel & Expenses Policy” 2021, Munster Technological University                            |
| TDM 2020  | “Tax & Duty Manual”, 2020, Revenue Commissioners   |
| NTS 2009  | “Note on Travel & Subsistence” 2009, Department of Finance                                   |