



**CVSP 6/2020**

**4<sup>th</sup> June 2020**

**Travel & Subsistence for PPNs**

**To each PPN Resource Worker for onward transmission to the PPN Secretariat,**

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.

The purpose of this circular is to clarify arrangements for the payment by PPNs of expenses legitimately incurred in the service of the PPN to staff, Secretariat members and, where applicable, the PPN representatives on boards and committees.

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)

Any queries in relation to this the above should be addressed to [ppn@drxcd.gov.ie](mailto:ppn@drxcd.gov.ie)

Yours sincerely

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