



**Public Participation
Network Cork City**

Expenses Policy and Procedures

Policy Approval	Secretariat & Plenary
Implementation Responsibility	RW, Secretariat, Host (SJCA)
Date of Adoption by Secretariat	19 July 2022
Date of Adoption by Plenary	
Date of Review*	September, 2024

*Expenses Policy and Procedures may need ad hoc changes made to comply with DRCD Circulars, etc. Changes may need to be implemented between Plenaries. This should be done with the approval of the Secretariat and approved at the next Plenary.

*Reviews may happen sooner than stated date by request of members. Members should write a brief request to the Secretariat, noting the concerns or issue they have. Requests should be as specific as possible. Secretariat will then consider the request and bring forward the date for review if they feel a review is necessary.

Travel & Expenses Policy and Procedures

1. Who can claim expenses?

1.1. Cork City Public Participation Network (CCPPN) Representatives and Staff can claim expenses.

1.1.1. A representative is someone who has been elected or appointed to represent the PPN on committees such as the Secretariat, Strategic Policy Committees, the Local Community Development Committee and the Joint Policing Committees, etc. or as a delegate to a conference, event or other participatory activity. Facilitators of Linkage/Thematic Groups should also be considered a representative for the purposes of this policy.

2. What can expenses be claimed for?

2.1. Representatives should claim expenses for attending meetings, events and training specifically aimed at representatives.

2.2. Claims should only be submitted when payment cannot be covered by another source.

3. What travel is eligible?

3.1. Travel by PPN Representatives to relevant committee meetings.

3.2. Travel by PPN Representatives to events organised by the PPN such as training and capacity building specifically aimed at representatives.

3.3. Travel by PPN Representatives to events or training organised by external organisations which the PPN Staff has given approval for the representative to attend.

3.4. Travel by the Facilitator and/or PPN Representatives to the Linkage/Thematic Network Group

4. Rates

4.1. Travel Expenses rates are payable at public service rates. Please see Appendix 1.

5. Making travel and expenses claims

5.1. Representative should claim for expenses at least every six months using the supplied expenses forms. The last date for submission for Q4 is 07 December.

5.2. Please note that due to the reporting and auditing standards that CCPPN is held to, it is not possible to pay expenses submitted after the calendar year the expense was incurred in.

5.3. All payments will be made by electronic funds transfer (EFT). This will require (1) the Full Name on the bank account, (2) the IBAN and (3) the address that the account is registered at. This data will only be used for set-up purposes and will not be required again once initial payment is successfully confirmed.

5.4. Travel claims should state the start and end point of each journey, the form of transport used and the purpose of the journey.

5.5. Public transport tickets (or clear, legible scans/photographs) should be submitted with the expenses claim forms. These will be reimbursed at face value. Where leap cards are used the journeys and fees incurred should be screenshotted from the app and submitted.

5.6. Staff cannot make travel expense claims for journey to and from their homes to their workplace where their workplace is their primary place of work. Where a hybrid workplace is in operation, this scenario will be dealt with in a Hybrid Workplace Policy.

5.7. In all cases, subsistence claims must be discussed with the Resource Worker in advance of incurring cost and submitting the claim.

6. Annual PPN Conference

- 6.1. Where possible, staff should block pay for attendees' travel and hotel accommodation. Public & sustainable transport should be used where possible.
- 6.2. If an attendee cannot or does not wish to use public transport provided and instead wishes to use their private vehicle they should make a case in writing to the secretariat for approval. Secretariat should give special consideration to accessibility and barriers to participation experienced by certain groups in their deliberations over exceptions.
- 6.3. Where public or sustainable transport is not available, car-pooling should be considered as a primary alternative.

Appendix 1: Civil Service motoring and bicycle rates

Cars (rate per kilometre)

Motor travel rates (from 1 April 2017)

Distance band	Engine capacity		
	up to 1200cc	1201- 1500cc	1501cc +
Up to 1,500 km (Band 1)	37.95 cent	39.86 cent	44.79 cent
1,501 - 5,500 km (Band 2)	70.00 cent	73.21 cent	83.53 cent
5,501 - 25,000 km (Band 3)	27.55 cent	29.03 cent	32.21 cent
25,001 km + (Band 4)	21.36 cent	22.23 cent	25.85 cent

The kilometres accumulated by an employee between 1 January 2017 and 1 April 2017 will not be altered by the introduction of these new bands and rates. Actual kilometres driven to date will, however, count towards total kilometres for the year.

For example, if you had claimed 1,400km on 1 April 2017, you would then move to the new Band 1. Once you have driven a further 100km, you would then move to Band 2.

Motorcycles (rate per kilometre)

Motorcycle rates (from 5 March 2009)

Distance	Engine capacity			
	up to 150cc	151cc - 250cc	251c - 600cc	601cc
Up to 6,437 km	14.48 cent	20.10 cent	23.72 cent	28.59 cent
6,438 km +	9.37 cent	13.31 cent	15.29 cent	17.60 cent

Bicycles

Bicycle rates (from 1 February 2007)

Rate per km 8 cent

Overnight allowance

Domestic overnight subsistence rates (from 1 October 2018)

Rate category	Rate
Normal rate	€147.00

Overnight allowance covers an overnight assignment of up to 24 hours. This must be at least 100km from the employee's home and their normal place of work.

Day allowances

Domestic day subsistence rates (from 1 December 2021)

Period of assignment	Rate
Ten hours or more	€39.08
Between five and ten hours	€16.29

The assignment must be outside eight kilometres of the employee's home or normal place of work. You can only claim both a day and overnight allowance if you work five hours or more the next day.



**Public Participation
Network Cork City**


Cork City Public Participation Network Expenses Claim Form

Name:		Committee	
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Date	Description	Subtotal	Total

Notes:

Please use the Description section to detail the expense incurred. In the case of Travel Expenses please include start & end of journey, mode of transport and purpose of journey

*Please use the Add Row Function to claim add more lines to your claim: 

Please fill out the following in order to process payment:

Name as it appears on Bank Account		IBAN & BIC	
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Address as it appears on Bank Account	
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Please Submit all receipts and proof of purchase with the above expenses form. A high-quality scan or photograph of the receipt will be sufficient, but claimants should hold onto all originals/copies until payment has been successfully received.