



## **Travel and Subsistence Policy**

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### Abbreviations

The following table provides a list of abbreviations commonly used throughout the project documentation.

Abbreviation	Description
CI	Canoeing Ireland

### Referenced Documents

The following table provides a list of documents that are referenced in this document.

Title	Description / Comment	Location

## 1. Purpose

This travel and subsistence policy has been developed in order to provide Canoeing Ireland employees and volunteers with guidelines in relation to all aspects of business travel and to detail how they will be reimbursed for any out of pocket expenses relating to that travel. As we are a member based organisation, staff and volunteers must be aware that we should at all times be prudent in terms of how we spend funds. In the first instance, the onus is on the person concerned to ensure that we do so. Given the need to be as economic with our funding as possible, these guidelines also introduce some changes to practice and the remuneration levels in relation to travel and subsistence.

## 2. Scope

This policy applies to all employees and volunteers who conduct business trips and incur out of pocket expenses in order to fulfil their role, and/or are entitled to claim a Mileage allowance by providing their own personal car for use on Canoeing Ireland business.

## 3. Travel Policy Statement

- Canoeing Ireland hereby provides a comprehensive set of guidelines for employees and volunteers, in relation to travel, subsistence, and other out of pocket expenses. The rates payable will be updated as needs demand, tied in with inflation and other factors.
- This Travel and Subsistence policy outlines eligible expenditure, the current rates paid, various guidelines, and a set of rules that must be adhered to.
- Canoeing Ireland will reimburse all properly incurred business travel and subsistence expenses, provided they have been duly authorised, approved and receipted.
- Staff expenses will be paid in relation to agreed work plans resulting in prior authorisation.
- The company reserves the right to refuse payment for unauthorised or unnecessary expenditure by either staff or volunteers.
- Canoeing Ireland expects that all employees and volunteers will act in a professional and responsible manner when travelling on business on behalf of Canoeing Ireland.
- Disciplinary action and/or withdrawal of benefits may be taken if employees or volunteers are found to be in breach of guidelines.

## **4. Criteria for Travel**

Business travel is expensive not only in terms of actual travel and accommodation costs but in that it makes significant demands on employee's or volunteers time. Travel should only be undertaken if it is absolutely necessary to meet members or colleagues in person. Before deciding to travel, volunteers and employees should explore other forms of communication. For example, a group discussion may be effective using telephone conference calling facilities or in certain circumstances straightforward decisions may be possible by telephone or e-mail. Ultimately, the General Manager or chairperson for the committee or board is responsible for using their good judgement regarding employee/member travel through normal work planning and through deciding whether employees/members need attend meetings or functions. Consideration needs to be given to whether, for example, they could be sufficiently briefed afterwards through the simple receipt of the minutes or other feedback. If the decision is taken to travel, employees and volunteers should ensure maximum value is gained out of a business trip through full attendance at the event and subsequent formal feedback. Employees and volunteers should organise their visits effectively, arranging to meet as many members and/or colleagues as possible. Wherever possible, employees should try and link trips, travelling from one destination to another, to save travel costs.

## **5. Motor Expenses**

Business travel for privately owned motor vehicles will be reimbursed in accordance with the formal rates shown at the end of this document. Claims must show the details and purpose of the actual journeys taken and be submitted to General Manager (or in the case of volunteers the General Manager or Honorary Treasurer) for approval. The General Manager's / Chairpersons expenses are approved in turn by the Honorary Treasurer. These claims must be on the approved form. Parking or speeding fines are the responsibility of the employee and will not be paid or reimbursed. Long-term car parks should be used when parking at airports for more than one day. CI will refund all employees expenses incurred for car parking only on the above basis

## **6. Insurance on Privately Owned Vehicles**

It is the responsibility of employees and authorised contractors to ensure that they have adequate business insurance in place, which indemnifies Canoeing Ireland against all claims arising, while using private transport, on CI business. CI cannot accept liability for any loss or damage resulting from the use of privately owned transport on CI business. By signing CI's formal travel claim form, claimants confirm that they have adequate business insurance in place, which indemnifies CI against all claims associated with using their own private transport when travelling on CI business. Claims submitted on anything other than the formal claim form will not be reimbursed.

## **7. Hire Cars**

Employees or volunteers may choose to hire a car to travel to their required destination from the airport, provided this is the most economical method of transport during the trip. It may, for example, be possible for someone to collect you from the airport. All hire cars should be booked in advance online to get preferred rates. When returning a hire car to the agency, where possible, the petrol tank should be refilled, as the rate per litre charged by the agencies tends to be expensive.

## **8. Hotels, Meals and Phones**

Accommodation should in most cases be in B&B or discount hotels. Room costs and up to three meals per day, while on Canoeing Ireland business, will be reimbursed. Individuals are responsible for using good judgement when defining normal and reasonable expenses but the maximum meal rates are included at the end of this document. The General Manager is responsible for overseeing that good judgement is used. Receipts must be obtained. Alcohol will not be covered. Wherever possible, accommodation will be in single rooms. However, at large events such as at 'meets' or other events, employees and volunteers may be expected to share a twin-bedded room, self-catering accommodation or a dormitory with others of the same sex. If an employee or volunteer chooses to stay with a friend or relation while travelling on business, no costs will be covered apart from necessary and invoiced meals. Employees should only make personal or business calls from their accommodation in an emergency. Calls should be made from mobile phones. When travelling abroad please ensure that mobile phones are set to the local preferred service provider and used sparingly including for incoming calls.

## **9. Taxis**

The individual is responsible for booking and paying for all taxi fares during their trip, which will be reimbursed through vouched expenses. Wherever possible, cars or taxis should be shared or hire cars used when more cost effective than taxis.

## **10. Expense Claims**

Expense claims must be submitted on an approved expense claim form. All employees must use the template provided. Expenses must be claimed within 2 months of incurring them; All expense claims must show the date, cost, and purpose of the expenditure. These must then be approved and signed by the General Manager (and/or the Honorary Treasurer) before being submitted to the Accounts Administrator for payment. Receipts for all items must be submitted. Items without a legitimate receipt will not be reimbursed.

## **11. Combining Business Travel with Personal Travel**

Personal travel may be combined with business travel on condition that Canoeing Ireland incurs no extra cost. The general principle applies that Canoeing Ireland will reimburse the costs incurred for the business portion of the trip. Partners may, on occasion and at their own expense, travel with employees or volunteers on business trips. However, for employees, the appropriateness of this must always be approved with the General Manager in advance.

## **12. Review Procedures**

The provisions under this policy are entirely at the organisations discretion. The policy may be amended at any time and will be reviewed annually effective from 1st of January each year.

## **13. Responsibility**

CI's General Manager and the Honorary Treasurer will be directly responsible for the effective implementation of this policy. This policy will take effect from 12/12/2012.

## Appendix A: Mileage & Subsistence Rates

Mileage	
Republic of Ireland	All cars or 4 wheeled vehicles: €0.24 per km
Subsistence	
Maximum subsistence claim per day per person €50.00 euros	



## Appendix B: Claim Form



### Travel and Subsistence Expenses

<b>Name</b>		<b>Claim Period</b>	
<b>Address</b>		<b>Claim Date</b>	

Date From	Date To	Description	Amount Claimed			
			Travel	Subsistence	Other	Total
<b>Sub Totals</b>						

<b>Total</b>	
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<b>Electronic Banking Details( If not Already provided)</b>	
<b>Account Name</b>	
<b>Account Number</b>	
<b>Bank Sort Code</b>	
<b>Bank Address</b>	
<b>IBAN Code</b>	
<b>Swift / BIC Code</b>	

Office Use Only			
<b>Approved By:</b>		<b>Cheque No</b>	
<b>Date</b>		<b>Amount Approved</b>	

Please attach receipts for all listed expenses, sign the form and send to Canoeing Ireland.