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**(Mevagh Family Resource Centre)**  
**Travel and Subsistence Policy**

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<b>Document:</b>	<b>Travel and Subsistence Policy</b>
<b>What is this?</b>	This is Mevagh Family Resource Centre's (Mevagh FRC) current Travel and Subsistence Policy
<b>CRA Code Sections:</b>	1.2, 2.3 & 3.4
<b>Notes:</b>	This document serves as the policy for payment of Travel and Subsistence for Mevagh FRC
<b>Use of Document:</b>	Directors of Mevagh FRC - CRA Compliance
<b>Date Policy Approved:</b>	This Policy was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 14.10.2024
<b>Review Date:</b>	This Policy will be reviewed by the Voluntary Board of Directors of Mevagh FRC on 14.10.2027

## Summary

Travel and subsistence are paid to Employees, Board Members, Members of Board Sub-Committees and Volunteers. Travel and Subsistence is a refund of the expenses incurred in the normal duties of work/volunteering only. All claims for travel and subsistence payment are required to be submitted on Mevagh FRC's Expenses Claim Form.

The expenses claim form is submitted to the Project Administrator who checks the claim form for the following:

- Claims are submitted on the Expenses Claim Form.
- All receipts are correct and attached.
- The amounts contained are the correct mileage and where applicable is reasonable and mathematically correct. For staff, mileage is only claimed from the place of business (Áras Ros Goill) and not from their home address.
- For the Board and Volunteers, it is normally from their home address.
- Mileage rates are in line with the Department of Finance/Revenue.
- That the claim has been signed by the claimant and authorised by the Project Manager and a member of the VBOD. Where the claim is for the Project Manager, it must be signed by two members of the VBOD.

Own transport should only be used:

- Where no suitable public transport is available.
- Where it is not feasible, to make arrangements to avoid the unnecessary duplication of the use of own car.
- Where public transport is available only at equal or greater expense.
- Where time restrictions prevent the use of public transport.

All other expenses are payable based on receipts. Subsistence allowance will be paid in respect of lunch and dinner where an employee is required to make overnight stays in the performance of their duties. The rates normally paid for lunch and dinner are as below. It should be noted that these are maximum rates, and all claims must be accompanied by receipts and an individual will endeavour to find value for money always.

It is the policy of the Family Resource Centre not to refund the costs of alcoholic beverages.

**Lunch**– to a maximum of €15 to include a non-alcoholic beverage.

**Dinner** – to a maximum of €30, to include a non-alcoholic beverage.

In the circumstance where a person is required to be away from home for one or more nights at a time in the performance of their duties, payments above the maximum limits may be allowed with the approval of the Project Manager. However, they will have due regard for the maximum rates, Revenue limits and will endeavour to find value for money always.

The Family Resource Centre will pay the accommodation, including breakfast for an individual who is required to make overnight stays in the performance of their duties.

## Other Information

All accommodation for board members and volunteers will be approved and booked by the appropriate Family Resource Centre staff member. In making these bookings Family Resource Centre staff will pay due regard to value for money and financial constraints.

Staff members are responsible for providing volunteers with expense sheets and monitoring expenditure on volunteer expenses, to ensure they remain within agreed budgets and are administered as per guidelines above.

### **Timing of Claims**

All claims should be completed by the claimant and submitted to the Project Administrator at month end, as described on the relevant form. Claims will not be processed that relate to a previous financial year. Therefore, all claims received must relate to the current financial year, except in exceptional circumstances which may be paid but only by the approval of the Board. Payments by credit card for travel and subsistence are subject to all of the rules and procedures above.

### **Finance Committee**

The members of the Finance Committee may request copies of any member of the staff or boards expenses to verify they have been claimed in accordance with this policy.

### **Internships – Expenses Payments Policy**

Internships are considered to be different from that of normal volunteer work or work experience undertaken by students in that they have signed a formal internship agreement with the Family Resource Centre.

Interns may not receive remuneration for their work in the Family Resource Centre. However, the Family Resource Centre will contribute towards out of pocket expenses in the following cases:

- Travel undertaken in the course of work. Overnight accommodation and meals will be paid according to the main staff policy above.
- Essential protective clothing and other health and safety measures required for carrying out the work being undertaken.

### **Review**

This policy will be reviewed in three years or sooner if circumstances change.

Signed: *David Byrne* (Chairperson)

Date: 14 / 10 / 24

Signed: *[Signature]* (Director)

Date: 14 / 10 / 24

### **Revision History**

Revision No.	Approval Date	Document Reference and Changes Made	Name