



Travel and Subsistence Presentation

to

Regional Health Forum Members

12th April 2011



Definition:

Travel and Subsistence expenses are payments by the HSE which do no more than reimburse a person for allowable travel and subsistence expenses.

The expenses incurred must have been incurred “wholly exclusively and necessarily” in performance of the duties of the office.



Legislation:

Sec 42 (9) health Act 2004 states;

“A member of a regional health forum or a committee established by such forum may be paid by the Executive travelling and subsistence allowances in accordance with such scales as may, from time to time, be approved by the Minister with the consent of the Minister for Finance.”



Legislation:

**S.I. 668 of 2006 Local Government
(Expenses of Local Authority Members)
Regulations 2006 (guidance notes)
outlines;**

“that the payment of expenses in connection with meetings of any public authorities or committees etc on which a local authority may be represented is a matter for the body concerned, e.g. regional health fora...”



Legislation:

HSE HR Circular 025/2009

Department of Health and Children advised
approved the rates of subsistence in Ireland

HSE HR Circular 026/2009

Department of Health and Children advised
approved rates for motor travel in Ireland



Governance:

HSE National Financial Regulations (NFR -05);

- part of the overall system of corporate governance and internal control within the HSE,
- they operate within circulars, DoHC existing directives and the Dept of Finance circulars for topics covered



Governance:

- sets out both the HSE and Revenue directives in relation to the payment of Travel and Subsistence
- these regulations supersede all prior regulations/directives issued relating to Travel and Subsistence.

General Rules Governing Travel & Subsistence:



- Forum members will be paid Travel and Subsistence expenses for attendance at forum or committee meetings within the rates authorised by the Minister.
- Subsistence is not intended to meet the whole cost, not intended to be a source of employment or profit.

Contd.



General Rules Governing Travel & Subsistence contd:

- Mileage year will reckon from date member first uses car in year one and subsequently by calendar year.
- Expenditure on Travel and Subsistence should be strictly appraised and monitored

Rules Governing Payment of Travel Expenses:-



- All travel should be by the shortest practicable routes and by the cheapest practicable mode of conveyance. (AA Roadwatch measured distances)
- Expenses will be paid from the members home or "*normal place of work*" to the venue. (normal place of work is the place where the member normally performs the duties of the office).

Contd.



Rules Governing Payment of Travel Expenses contd:-

- Rates paid are set by the minister
- Rate will be dependant on car engine capacity
- Reduced rate when over 4001mls (6438 kms) and over
- Where two or more members travel in same private car, one travelling expense paid



Rules Governing Payment of Subsistence Allowances:

- Rates set by Minister
- Day Allowance:
 - * From 3 hrs to 7 hrs absence
 - * 7 hr absence upwards
- Night allowance covers a period of up to 24 hrs from time of departure as well as any further period not exceeding 5 hrs. (Receipts)

Contd.



Making a Claim:

1. All claims for Travel and Subsistence expenses must be submitted on the appropriate form.
2. Forms must be submitted in a timely manner, normally immediately following a journey.
3. Following details required prior to payment of expenses
 - * Copy of log book/vehicle registration details
 - * Copy of current insurance policy

Contd.



Making a Claim contd:

4. Details to be kept up to date (new claim form)
5. Declaration signed
6. Attach receipts where appropriate
7. All details stipulated on the claim form must be supplied before Travel can be processed.



Rates of payment: (rates effective from 25th March 2009)

Subsistence Rates

<i>Night Rate</i>	<i>7 Hour Rate</i>	<i>3 Hour Rate</i>
€108.99	€33.61	€13.71

Motor Travel Rates

Rates per Mile			
<i>RHF motor travel in a calendar year</i>	<i>Engine Capacity up to 1,200cc</i>	<i>Engine Capacity 1,201cc to 1,500cc</i>	<i>Engine Capacity 1,501cc and over</i>
	<i>Cent</i>	<i>Cent</i>	<i>Cent</i>
<i>Up to 4,000 miles</i>	64.54	76.94	97.95
<i>4,001 and over</i>	34.91	39.14	47.36
Rates per Kilometre			
<i>RHF motor travel in a calendar year</i>	<i>Engine Capacity up to 1,200cc</i>	<i>Engine Capacity 1,201cc to 1,500cc</i>	<i>Engine Capacity 1,501cc and over</i>
	<i>Cent</i>	<i>Cent</i>	<i>Cent</i>
<i>Up to 6,437km</i>	40.11	47.82	60.88
<i>6,438 and over</i>	21.70	24.33	29.43



Contact Details:

Regional Health Forum,
Parliamentary Affairs, West
Consumer Affairs Area Office
Merlin Park
Galway

Telephone: 091-775934/775935

Fax: 091-771318

Email: RHF.West@hse.ie