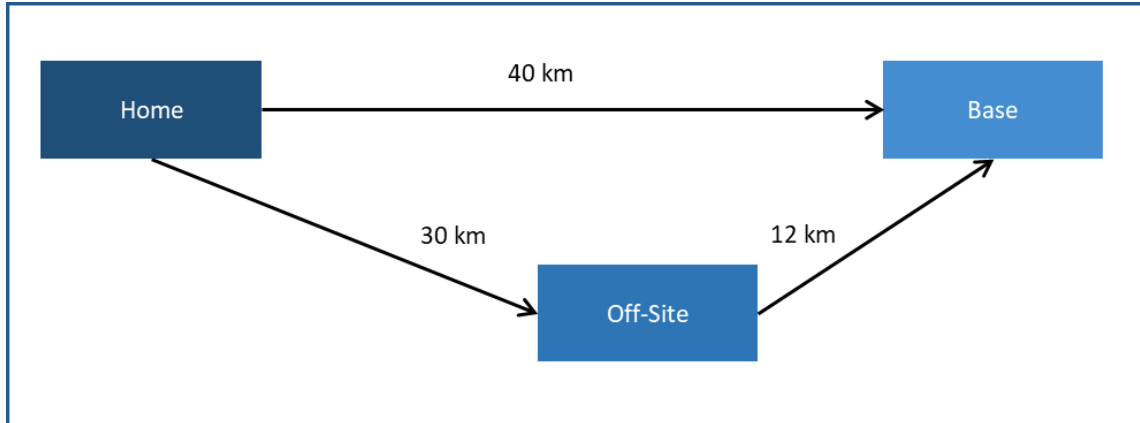




## Case Study – Travel and Subsistence



### Scenario

- Kate lives in Mullingar, Westmeath. Her base is Midland Regional Hospital, Tullamore. This is where Kate normally performs the duties of her employment. Kate has been asked by her line manager to work at an offsite location for 7 hours, which is 30 km from her home and 12 km from her base.
- Before Kate travels, she has on file the following:
  - ✓ approval for her to travel
  - ✓ a declaration to use her own car
  - ✓ her insurance policy which indemnifies the HSE
  - ✓ her vehicle registration certificate
- Kate travels directly to the offsite location and returns home directly from that location.

### Solution

- In this example Kate can claim 24km as the journey must be restricted to the shorter of the distance between home to the destination and base to the destination.
- Kate can also claim the 5-10 hour subsistence rate as her trip was necessary, was at least 8 kilometres away from her home or base and the length of time she was away was at least 5 hours.
- Kate submits her Travel and Subsistence Claim to her line manager for approval, using the system that operates in her area within 1 month of her trip.