



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Human Resources - Medical Workforce  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8  
D08 W2A8

Tel: (01) 635 2113  
E-mail: andrew.condon@hse.ie

<b>Internal Memorandum</b>
----------------------------

**TO:** Each Hospital Group CEO  
Each HSE Hospital CEO / General Manager  
Each HSE Hospital HR Director / Manager  
Each Head of Medical HR / Medical Manpower in HSE hospitals / agencies

**FROM:** Andrew Condon, Medical Workforce Lead, HSE Human Resources

**DATE:** 18<sup>th</sup> November 2015

**SUBJECT:** Claiming of travel costs arising from Continuing Medical Education activities

---

**Dear Colleagues,**

I refer to the Guidance document for Consultants, employers and training bodies on Continuing Medical Education Supports for Consultants issued by HSE HR in April 2014 (attached).

The Guidance document sets out the approved arrangements for Continuing Medical Education supports and related payment, including payments relating to travel, accommodation and subsistence. The purpose of this memo is to clarify the process associated with those particular items.

**1. Requirement to have regard to HSE policy on travel and subsistence**

The document states – under ‘Claim Category 1’ – that costs associated with transport, accommodation and subsistence in relation to courses/conferences with appropriate CPD/CME accreditation may be claimed and reimbursed. It states that these are eligible for reimbursement ‘as per HSE policy, available at:

[http://www.hse.ie/eng/staff/Benefits\\_Services/Travel\\_Subistence/](http://www.hse.ie/eng/staff/Benefits_Services/Travel_Subistence/)

It is noted that HSE Travel Policy has regard to the HSE’s National Financial Regulations. Previously, these stated that “all requests for foreign air travel, foreign hotel accommodation and internal domestic flights must be routed through the Business Travel Unit (BTU).

**2. Amendment of HSE National Financial Regulations regarding CME claims**

The HSE National Financial Regulations were amended on 11<sup>th</sup> November 2015 in relation to CME Supports for Consultants.

a) requests for travel abroad, book accommodation abroad or domestic flights

As of 11<sup>th</sup> November, requests from Consultants to travel abroad, book accommodation abroad or travel on a domestic flight do not need to be booked via the BTU. Instead, such requests should be booked locally, subject to:

- The Consultant or employer obtaining the best value price from the centralised contracted travel operator contracted to organise foreign travel and accommodation;
- The employer approving any associated absence from work / or leave;
- The employer being able to demonstrate that the travel was approved booked at the appropriate price

The current centralised contracted travel operator is Club Travel, contact details as follows:

Club Travel

E-mail: [violeta@clubtravel.ie](mailto:violeta@clubtravel.ie) or tel: (01) 5005582

24 hour emergency worldwide 001 516802 6967

24 hour emergency from Ireland 00800 872 83511

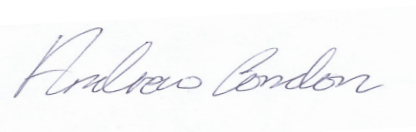
b) claims for reimbursement under CME of costs relating to foreign travel

Claims from Consultants for reimbursement under CME of costs relating to foreign air travel, foreign hotel accommodation and internal domestic flights should be submitted to the employer for reimbursement using standard foreign travel claim forms, available here: [http://www.hse.ie/eng/staff/Benefits\\_Services/Travel\\_Subistence/](http://www.hse.ie/eng/staff/Benefits_Services/Travel_Subistence/)) in addition to the standard CME Reimbursement form attached to the guidance document.

c) additional guidance

Further guidance is available from the two attached documents – ‘HSE Domestic & Foreign Travel document V3’ and associated frequently asked questions.

**Yours sincerely,**



---

**Andrew Condon**  
**Medical Workforce Lead**