

Monaghan Public Participation Network :

Expense Policy

Background

Monaghan PPN fully concur that PPN representatives should not be out of pocket for their participation on Boards or Committees that they have been elected on to, in their role to represent ALL of the Network.

Eligibility

Who can claim expenses?

This expenses policy applies to PPN representatives who have been elected to represent the PPN on many County Council committees such as Secretariat, Local Community Development Committee, Strategic Policy Committees etc and those elected on to external committees such as Cavan Monaghan Transport Coordination Unit.

Expenses should only be claimed by PPN Reps who incur them. If a PPN Rep participates in the PPN as part of their professional work, they should only claim expenses from the PPN if not being claimed from their employer.

What can expenses be claimed for?

Expenses can be claimed for attendance at meetings, training events, seminars etc while in their official capacity as a PPN rep. PPN reps may claim for travel where that training expands their capacity building for the benefit of the PPN. Expenses will be paid from the Reps residential address to the meeting destination on a return basis. IN the context of Strategic Policy Committees, Local Community Development Committees, Joint Policing Committees and external boards/committees the PPN Rep should claim from that committee only.

Attendance at a meeting where a PPN Rep has not been invited to in their role as a PPN rep, expenses cannot be claimed.

Where PPN Reps attend day long events and refreshments are not provided, subsistence can be claimed by providing proof of receipt.

Who pays the expenses?

Expense claims should be borne by the organisation that requested representation from the PPN, where that organisation operates independently of the local authority. Otherwise, expenses are covered by the PPN operating budget.

Public Transport

Expenses for public transport tickets will be reimbursed at face value provided that original tickets are provided.

PPN Representatives who do not have access to other means of transport may use taxis upon approval of the PPN Secretariat.

Mileage Rates

Where public transport is not a realistic option, mileage will be paid to claimants for the use of their car. These will be paid at the rates provided below. Mileage is available on round trips of 5km or more.

Motor Car Rates

Distance Bands	Engine Up to 1200cc	Engine 1211cc to 1500cc	Engine over 1500cc
0-1500km	37.95	39.86	44.79
1501-5500km	70.00	73.21	83.53

Subsistence is payable according to public subsistence rates:

Overnight Rates	Normal Rate	Reduced Rate	Detention Rate
	133.73	120.36	66.87
Day Rate	10hrs or more	5hrs but less than	

	33.61	10 14.01	
--	-------	-------------	--

Payment and Claim Notes

- PPN Reps should submit claims on a quarterly basis.
- All expenses must be submitted by the date provided by the Support Worker for end of year submission.
- All expenses must be submitted on the official travel claim form using the start and end point of each journey and the purpose of the journey.
- Reimbursement of expenses should take no longer than 2 weeks from date of receipt.
- The method of payment is made electronically through Monaghan County Council finance section.