

Broadcasting Authority of Ireland

Travel and Subsistence Policy

February 2013

1. Introduction

- 1.1 Employees of the Broadcasting Authority of Ireland (BAI) are entitled to be reimbursed for out of pocket travelling expenses while travelling in the course of business for the BAI. Employees are also entitled to claim subsistence expenses for periods when they are required to be away from the office for periods of five hours or more.
- 1.2 BAI headquarters are 2-5 Warrington place, Dublin 2.
- 1.3 Employees of the BAI engaged on official business away from their headquarters or assigned to field duties shall be paid travelling and subsistence expenses within the rates authorised from time to time by the Minister for Finance.
- 1.4 Travelling and subsistence allowances are payable only in respect of essential travel and the number of officers on any official journey should be kept to the absolute minimum. Where practicable, all official travel should be by the shortest route and by the cheapest mode of conveyance. Return tickets, contract, season or other cheap tickets should be used where there is a saving in travelling expenses.

2. Travelling Expenses

- 2.1 Travelling expenses necessarily incurred by an employee in the course of BAI business are reimbursable. Where travel is made on public transport the cost of the ticket is directly reimbursable. Where the BAI employee is provided with a business credit card the purchase of travel tickets should be made using the credit card.
- 2.2 Where travel is by way of the employee's private motor vehicle, Appendix I of Circular 07/2009¹ sets out the motor travel rates per mile and per kilometre, for the vehicle engine capacity. (Please see *Appendix I*).
- 2.3 For the purposes of payment, motor travel rates are based on the calendar year, from the 1st January in each year.

¹ Department of Finance Circular 07/2009, and circulars as amended from time to time.

- 2.4 An employee assigned to field duties who is required to use his/her motor vehicle shall be authorised to do so. An employee shall be authorised to use his/her own motor vehicle on official business only in the following circumstances:
- (a) Where no suitable public transport (i.e. train or bus) is available
 - (b) Where public transport is available only at equal or greater expense
 - (c) Where the use of public transport would result in the loss of official time which is necessary to avoid.
- 2.5 Where more than one employee is travelling to the same area, arrangements should, where feasible, be made to avoid the unnecessary duplication of the use of employees' own motor vehicles.
- 2.6 An employee who is authorised to use his/her own motor vehicle while travelling on official business shall be paid within the appropriate motor travel rates, as set down in Appendix I of Circular 07/2009 by the Minister of Finance.
- 2.7 The following undertaking must be signed by each employee who is authorised to use his/her own motor vehicle on official business:

"I acknowledge that the authority given to me to use my own motor vehicle on official business is subject to any relevant regulations or conditions in force from time to time and, in particular, to the condition that it is insured, and will continue to be insured, by me for the purpose of the Road Traffic Act 1961. It is at present insured with _____ and I undertake to notify the Authority of any change.

I am aware that the State will accept no liability for any loss or damage resulting from the use of my motor vehicle on official business."

Signed: _____

Date: _____

- 2.8 Employees who are required to pay higher premiums to effect insurance cover for their own motor vehicles because it is necessarily required for business purposes, for example, to carry goods or equipment while travelling on official business, may be recouped on the production of the necessary receipts.
- 2.9 Taxis or cars should be hired only when no suitable public transport is available. Receipts should be supplied with all such claims. Where travel is by way of taxi in the Dublin area, employees should avail of the BAI taxi account wherever possible.

- 2.10 In the case of an employee who uses his/her own motor vehicle where public transport could have been used, without detriment to the public interest, the amount to be allowed for the employee's own motor vehicle in respect of motor travel rates shall not exceed the cost of public transport.
- 2.11 Travelling expenses are payable from the offices of the Authority to the destination.
- 2.12 Travelling expenses will not be paid in respect of any portion of a journey which covers all or part of an employee's usual² route between home and the offices of the Authority.
- 2.13 Where an employee proceeds on an official journey direct from home or returns home directly, the motor travel claim shall be calculated by reference to the distance from home or headquarters, whichever is the lesser.

² An employee's usual route is determined by reference to the normal mode of transport used and the normal route taken from home to the offices of the Authority.

3. Subsistence Expenses

- 3.1 Subsistence expenses are paid to employees of the Authority where they are required to be absent from their normal place of work (i.e. the BAI headquarters) for five hours or more. Subsistence expenses are paid according to the period away from the office and are not required to be vouched. (See *Appendix II*).
- 3.2 An employee who is temporarily substituting for a superior is not entitled to a higher class of allowance than that for which (s)he is normally eligible.
- 3.3 Where two employees of differing grades are required to attend in the same accommodation, the higher rate will be paid to both employees.
- 3.4 The subsistence allowance payable is not intended to meet the whole cost of subsistence when absent from home and headquarters and is not intended to be a source of emolument or profit.
- 3.5 The BAI will pay domestic subsistence rates as set down in Appendix II of the 07/2009 Circular from the Department of Finance.³
- 3.6 The class of subsistence allowance is governed by the employee's grade and scale of salary during the period of his/her absence.
 - Class A applies to employees at or above Assistant Principal Officer Grade or Engineer Grade II
 - Class B applies to all other employees.
- 3.7 Domestic subsistence day rates are set out for:
 - Five (5) hours or more and less than ten (10) hours
 - Ten (10) hours or more
- 3.8 A day allowance is not payable for an absence at any place within 5 kilometres/ 3.11 miles of an employee's home or BAI headquarters.
- 3.9 Subject to the above, a day allowance will be paid in respect of absence from home or headquarters of 5 hours or more. Time spent at headquarters or on journeys from home to headquarters or vice versa will not reckon towards the qualifying period of 5 hours.
- 3.10 Where an employee is absent from the office for five hours or more and the BAI pays for meals either directly or indirectly (i.e. through payment for a training course or the provision of meals at a meeting), no subsistence is payable.
- 3.11 An overnight allowance is not payable for an absence at any place within 48.27 kilometres or 30 miles of an employee's home or headquarters. However, in exceptional circumstances, where an operational need exists, a night allowance

³ Department of Finance circular 07/2009, or as amended from time to time.

may be paid for an absence on duty in excess of 24.14km or 15 miles of home or headquarters.

- 3.12 The overnight allowance covers a period up to 24 hours from the time of departure as well as any further period not exceeding 5 hours. Subject to the above, it will be paid for each night necessarily spent away from home or headquarters.
- 3.13 Where the BAI pays for overnight accommodation either directly or indirectly the cost of this will be deducted from the claim for overnight expenses. Where this cost is not ascertainable then it is assumed that the cost of the overnight expense is equivalent to the allowance. Where the employee is not given a choice of accommodation and the accommodation cost exceeds the overnight allowance (e.g. where a meeting is outside of Dublin and it is appropriate that employees stay in the same hotel), then no overnight allowance will be paid and no cost reclaimed.
- 3.14 A night and day allowance will not both be paid in respect of the same period, except in the circumstances described below in respect of detention rates. Where an absence includes one or more nights, a day allowance will be paid only if the last period of 24 hours is exceeded by 5 or more hours.
- 3.15 Allowances will be paid for continuous absence on detached duty in any one place on the following basis:
- For visits of inspection or inquiry
 - (a) Normal rate for first fourteen nights
 - (b) Reduced rate for next twenty-one nights
 - (c) Detention rate for next twenty-eight nights
 - (d) Thereafter the provisions set out below will apply.
 - For temporary transfers
 - (a) Normal rate for first fourteen nights
 - (b) Reduced rate for next fourteen nights
 - (c) Detention rate for next twenty-eight nights
 - (d) Thereafter the provisions set out below will apply
- 3.16 When detention rate ceases to be paid under the above conditions the following allowance may be paid, subject to the provision below.
- 3.17 In no case may subsistence allowance be paid to an employee continuously for a period longer than six months in one place without special authority from the Department of Public Expenditure & Reform. This authority should be obtained prior to the expiry of the six month period.
- 3.18 Expenses under this policy will not be paid to employees travelling to take up duty on first appointment to the BAI.
- 3.19 Other provisions apply to subsistence allowances in respect of employees temporarily transferred from the offices of the BAI. Circular 05/2009 applies to these circumstances.

4. Foreign Travel

- 4.1 Where travel is required to destinations outside the Republic of Ireland, the Department of Finance/Department of Public Expenditure & Reform has published foreign subsistence rates, effective from January 2010. Subsequent revisions to foreign subsistence rates will be implemented, as required. These rates are applied by the BAI. The Payroll Officer will calculate foreign travel and subsistence expense claims.

5. Claiming Travel and Subsistence Expenses

- 5.1 All claims for travelling and subsistence must be completed on the standard form (**Appendix III**) by the applicant. Completed expense claim forms must be approved by the relevant Head of Function. The Chief Executive must approve the completed expense claim form for a Head of Function. The Chairperson of the Authority must approve the completed expense claim form for the Chief Executive.
- 5.2 All claimants must submit the Vehicle Licensing Certificate to the Payroll Officer with their first claim and with each change of vehicle.
- 5.3 All claimants must provide evidence of insurance in the form of an insurer's certificate when requested by the Payroll Officer.

Appendix I

Circular 07/2009

Effective date: 5th March 2009

Rates per Mile

Official motor travel in a calendar year	Engine Capacity up to 1200cc cent	Engine Capacity 1201cc to 1500cc cent	Engine Capacity 1501cc & over cent
Up to 4000 miles	62.94 cent/mile	74.42 cent/mile	95.05 cent/mile
4000 miles and over	34.13 cent/mile	38.00 cent/mile	45.79 cent/mile

Reduced Motor Rates per Mile

Engine Capacity up to 1200cc cent	Engine Capacity 1201cc to 1500cc cent	Engine Capacity 1501cc & over cent
23.55 cent/ mile	26.76 cent/mile	31.36 cent/mile

Rates per Kilometre

Official motor travel in a calendar year	Engine Capacity up to 1200cc cent	Engine Capacity 1201cc to 1500cc cent	Engine Capacity 1501cc & over cent
Up to 6,437 km	39.12 cent/km	46.25 cent/km	59.07 cent/km
6,438 km and over	21.22 cent/km	23.62 cent/km	28.46 cent/km

Reduced Motor Rates per Kilometre

Engine Capacity up to 1200cc cent	Engine Capacity 1201cc to 1500cc cent	Engine Capacity 1501cc & over cent
14.64 per km	16.64 cent/km	19.49 cent/km

Appendix II

Circular **07/2009**

Effective date: **5th March 2009**

Domestic Subsistence rates					
Overnight rates				Day Rates	
Class of Allowances	Normal Rate	Reduced Rate	Detention Rate	10 hours or more	5 hours but less than 10 hours
A Class	€108.99	€100.48	€54.48	€33.61	€13.71
B Class	€107.69	€92.11	€53.87	€33.61	€13.71

Appendix III

Claim form for travelling, subsistence & other expenses