

Fingal PPN Travel and Subsistence Policy

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In general, any reasonable expenses arising for a Fingal Public Participation Network Representative on a Decision-Making Committee (SPCs, LCDC JPC and the Secretariat) shall be met by FPPN.

The following key principles underpin this policy:

- FPPN Representatives on Decision Making Committees should be properly compensated for out of pocket expenses when contributing to any activities associated with that committee.
- The process of claiming for the reimbursement of expenses should be as straightforward as possible while following procedures that allow the FPPN to properly account for payments made
- The FPPN shall provide support to representatives who require help in submitting claims for the reimbursement of expenses
- Reimbursing Representatives for expenses whilst contributing their expertise and time to meetings, committees, training or other activities organised by the FPPN is best practice.
- Payment shall only be approved for meetings for which a report has been received by a PPN representative. In cases where there are multiple PPN representatives on one committee / at one event, one report on behalf of all shall suffice.

Expenses for Travelling to and from meetings:

- A mileage allowance of €.44 per kilometre shall be paid for travelling to and from meetings. Travel costs do not require to be receipted.
- Claims to be made within three months of being accrued.
- All claims shall be reimbursed by electronic transfer – all Representatives in receipt of expenses are required to provide bank account details.
- Claims to be made on the official Travel and Subsistence Claims Form (attached).

Subsistence:

- FPPN Representatives can claim back the cost of food or drink that was bought on the day of the meeting/ training etc., but only:

- When the total time involved has been five hours or more.
- If no food or drink was provided at the meeting/training etc.
- Subsistence claims shall be paid on production of appropriate receipts and should be claimed on the Travel and Subsistence Claim Form.

Other Costs:

All other costs to the FPPN Representative shall be dealt with as they arise and according to available budgets.

(This policy is an appendix of the PPN Constitution)