

Business Owner	Corporate Services
Document Title	LWETB Travel & Subsistence Policy
Document No.	CS011/T&S/V3/26
Approved By	Chief Executive LWETB
Noted by	LWETB Board
Date	2026

Longford and Westmeath Education and Training Board

Travel and Subsistence Policy

Introduction

Longford and Westmeath Education Training Board (LWETB) will adhere to public service procedures as set out from time to time in guidance reviewed by the Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation, either communicated directly or via the Department of Education and Youth, as appropriate. This policy is governed by the provisions of Department of Finance Circular 11/1982 and Department of Public Expenditure Circular 05/2015. These circulars set out the core rules and subsequent updates relating to travel and subsistence in the public service. This policy will be read and interpreted in conjunction with those circulars.

Purpose

The purpose of the Travel Policy should be to ensure that the best value for money is obtained in respect of each official trip undertaken, consistent with the requirements of official business.

Longford and Westmeath Education and Training Board will only pay travel and subsistence costs in relation to activities/ events etc which have a benefit to LWETB. Priority will be given to the payment of expenses associated with statutory meetings, the essential travel of staff in connection with delivery of courses and the delivery of Services.

Alternatives to frequent travel, such as online meetings/installation of video conferencing facilities, should be considered.

Journeys should be planned to reduce the total cost of expenses to the minimum, consistent with efficiency and economy. The shortest route to be used.

Travel and Subsistence to Staff and Members of LWETB and Statutory Committees

1. Travel and subsistence will only be paid in respect of expenses actually and necessarily incurred in the performance of official duties. Travelling expenses should represent the lesser of the distance between:

- home and temporary place of work and/or
- normal place of work (headquarters) and temporary place of work

Where a journey involves stopping at a temporary place of work, that is closer to an employee's home than their normal workplace, and the journey continues on to their normal workplace no travel expenses will be payable. The opposite also applies for the journey home. Claims will not be permitted where the journey is part of the individual's normal commuting route or does not incur additional cost to the claimant. (only if extra mileage is incurred could that portion be claimed)

A journey that is any part of your normal daily commute to and from your base cannot be claimed as no additional expense has been incurred. Variation from the normal route may be claimed in certain circumstances.

2. All Staff, Members of LWETB and its Statutory Committees and other persons conducting official business on behalf of LWETB must read and accept the Indemnity Declaration presented in the ESBS Core HR Expenses System when any claim is being made. The authorisation to use their own motor vehicle 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, for the purpose of the Road Traffic Act 1961. It is the responsibility of each person to inform their own motor insurers of the intention of such official business use, to ensure it is included on their motor insurance policy and to notify LWETB of any changes made. The Department of Education and Youth and/or LWETB will not accept liability for any loss or damage resulting from the use of their own motor vehicle on official business, including professional development.

2.1 It is the responsibility of all staff, to claim for all travel and subsistence expenses from within the ETB sector from LWETB. Travel and subsistence for conducting interviews in another ETB should be claimed from LWETB in the first instance and may be recharged as appropriate.

2.2 There is no requirement under current circulars or circular 1982/11, circular 2015/05 and subsequently any further updates to same, at present for Members of LWETB and Statutory Committees to declare any 'other' travel expenses already claimed from other stated-funded organisations, but they may do so at their own discretion.

2.3 An officer/member will be authorised to use private transport for reasons connected with official LWETB business only in the following circumstances where:

- (ii) No suitable public transport (i.e. train or bus) is available.
- (iii) Public transport is suitable only at equal or greater expense.
- (iv) The use of public transport would result in the loss of official time which it is necessary to avoid.

These criteria are based on Circular 11/1982 and remain applicable. In practice, the nature of duties across LWETB — particularly in rural or dispersed locations — may necessitate the routine use of private transport. Line managers should continue to exercise discretion in authorising travel modes, with due regard to economy, efficiency and carbon impact.

2.4 Reduced mileage rates are payable for journeys associated with an individual's job but not solely related to the performance of those duties. Examples include:

- a) Attendance at optional courses of education
- b) Attendance at optional courses or conferences
- c) Return visits home at weekends during periods of temporary transfer

Line Management when approving travel in respect of a) and b) above should determine and advise the claimant where reduced rates are applicable.

2.5 It shall be the responsibility of each officer/member (who uses his/her vehicle in the performance of official duties) to certify the accuracy of his/her claim in accordance with these regulations.

2.6 Where practicable, and subject to operational needs, staff travelling to the same meeting or event should consider carpooling to avoid unnecessary duplication of journeys. This supports both cost-efficiency and environmental sustainability. It is acknowledged that in many cases, individual circumstances may require separate travel.

2.7 Taxis or cars should only be hired when no suitable transport is available. Receipts must be supplied with all such claims. Any claim submitted without the necessary receipt will be deemed invalid and the claim returned to the claimant.

2.8 Subsistence allowance is only payable for additional costs arising from a necessary absence from a staff member's base (some staff may have more than one base) while undertaking ETB business and will be paid in accordance with allowable public service rates. For the purposes of this policy, any LWETB site that provides staff canteen or on-site meal facilities shall be deemed an acceptable base, and attendance at such sites will not normally give rise to subsistence claims.

2.9 Travel and subsistence claims should be submitted within two months of the date of travel. Claims submitted after this period may require an explanation from the claimant and may be subject to review by Senior Management.

2.10 All claims should be completed through the online ESBS CoreHR Expenses System and approved by your assigned approver.

2.11 Claims submitted through the ESBS CoreHR Expenses System which are not completed in full in accordance with the foregoing will be returned to the claimant.

Adjustments to Subsistence for Staff and Members of LWETB and Statutory Committees

- A day allowance is not payable for an absence on official business that is within 8 km of an employee's headquarters or home (whichever is the lesser).
- Where subsistence expenses are due, but you have been provided with lunch the current subsistence rate will be paid, less the current short subsistence rate.
- Where subsistence expenses are due, but you have been provided with lunch and dinner the current subsistence rate will be paid, less long day subsistence rate.
- With effect from 1 July 2015, an overnight allowance will not generally be payable in respect of a necessary absence on official business that is within 100 km of an officer's home or headquarters (whichever is the lesser). However, in exceptional circumstances and an operational need exists, an overnight allowance may be paid for an absence on official business at any location within the above distance limits but in excess of 50 km of home or headquarters (whichever is the lesser). Level 1 approvers are responsible for ensuring the above criteria are met when approving claims.
- Where 24-hour subsistence expenses are due (overnight expenses rate) but you have been provided with lunch - the full overnight rate will be paid, less short subsistence rate.
- Where 24-hour subsistence expenses are due (overnight expenses rate) but you have been provided with lunch and dinner the full overnight rate will be paid, less long day subsistence rate.
- A separate Vouched Accommodation ("VA") rate may apply where officers/members are claiming an overnight allowance in Dublin and cannot source suitable accommodation in Dublin within the standard rate.

Travel and Subsistence to Members of Boards of Management of Schools, Finance Committee and Audit & Risk Committee

Travel and Subsistence will be made available to members of Boards of Management of Schools in accordance with the provisions of the Education and Training Boards Act 2013, any other relevant legislation and any directions of the Minister for Education and Youth, the Minister for Finance or the Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation.

- Travel expenses for members of Boards of Management are capped at 20 kilometres per single journey by private car. Where travel is undertaken by bus or train, only vouched expenses will be payable.

- Subsistence allowances will not be payable to members of Boards of Management for attendance at board meetings.
- External members of Audit and Risk or Finance Committees who are in receipt of a fee for attendance at the Audit and Risk or Finance Committee are not entitled to claim travel and subsistence expenses.

Funding Allocation

Expenditure on travel and subsistence in excess of the funding allocation, as set out in the appendix to the annual letter of determination to LWETB, will not be incurred without the prior approval of the Department of Education.

LWETB will put appropriate procedures in place to monitor, report and enforce the relevant rules and requirements.

External members of Audit or Finance Committees who are in receipt of a fee for attendance at the Audit or Finance Committee are not entitled to claim travel and subsistence expenses.

Air Travel/Foreign Travel

All air/foreign travel must have prior approval by the Chief Executive and will be paid within the terms and conditions as set out in the letter of approval.

Other Documents of Reference

Department of Education and Youth Circular Letters:

<http://circulars.gov.ie/pdf/circular/finance/1982/11.pdf>

<http://circulars.gov.ie/pdf/circular/per/2015/05.pdf>

Department of Education and Youth have the most up to date circular letters on

<https://www.gov.ie/en/circulars/>

Contact person for all queries:



[Email: travel@lwetb.ie](mailto:travel@lwetb.ie) Longford and Westmeath ETB, Athlone Training Centre,
Garrycastle, Athlone, Co.

Westmeath

Review and Implementation

This policy will be reviewed triennially by the Senior Leadership Team in line with best practice, or in light of changes in legislation and guidance from sources such as Internal Audit, C&AG, the Department of Education and Youth, Department of Further & Higher Education, Research, Innovation and Science and the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation. The date of implementation is the date of Chief Executive LWETB approval.

Ownership and Authorisation

OWNER	SIGNATURE
Organisation Support & Development Director	 Charlie Mitchell (Jun 9, 2026 19:04:59 GMT+1)
AUTHORISED BY	SIGNATURE
Chief Executive	 Siobhan Lynch (Jun 10, 2026 06:13:51 GMT+1)