
Circular Letter 0031 /2015

To the Chief Executives /Chairpersons of Education and Training Boards

Attendance by members and employees of ETBs at courses, conferences, seminars etc abroad

1. Under Department Circular letter F41/82 neither members nor employees of ETBs could incur expenditure out of public funds in respect of visits abroad without the prior written permission of the Minister for Education and Skills.
2. It is no longer necessary to secure such ministerial sanction. Instead it will be a matter for the Chief Executive, as the accountable person, to determine whether travel is essential for the purposes of the ETB and that the cost in full (including any indirect costs) can be met from the appropriate programme budget.
3. You are reminded that ETBs are required to ensure that all possible economies are secured in expenditure in respect of travel, both at home and abroad. Only essential travel is to be undertaken and the number of officers on any official journey must be kept to the absolute minimum.
4. ETBs should keep adequate records of any trips abroad so as to satisfy all internal and external audit requirements or to provide information to other relevant bodies as required. In this regard the following information might typically be required:
 - (a) The number of persons travelling and their categories (e.g. member, teacher, administrative staff member);
 - (b) The travel dates;
 - (c) The purpose of the visit, including details of educational or other benefits accruing;
 - (d) An explanation as to why the visit is essential;
 - (e) The full cost of the visit, including flights, accommodation, subsistence, conference fees and the cost of substitute cover, where relevant;
 - (f) The programme to which it is intended to charge the cost (e.g. general and post primary, Further Education);
 - (g) Confirmation that the ETB can meet the cost of the visit from within the appropriate programme budget.
5. If you have any queries regarding this circular letter please contact ETB Financial and Administrative Personnel Section. Tel: 090 6483767, 090 6483769.
Email: financialETB@education.gov.ie).

This circular letter can be accessed on the Department of Education and Skills' web page:
www.education.ie.

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