



Circular 15/2015

30 October 2015

Ms Rosarii Mannion
National Director of Human Resources
Health Service Executive
Dr Steevens' Hospital
Dublin 2

Re: Financial procedures to be followed where staff of one public service body incurs expenses arising from work undertaken on behalf of another public service body

Dear Rosarii

The purpose of this circular is to inform you of financial procedures to be followed where staff of one public service body incurs expenses arising from work undertaken on behalf of another public service body. By way of example, this could arise where an official of one public service body or publicly funded body serves on an oversight or national board regulating a particular activity. Where such service requires that the official travels to attend meetings of the national board, s/he may be entitled to claim a refund for certain travel and subsistence costs.

The financial procedures set out are designed to cover a situation where there is the potential to claim for the refund of travel and subsistence costs from more than one body. While it goes without saying that such expenses should only be claimed once, in the interests of good practice it is felt appropriate to set out financial procedures to cover such instances.

Any queries on these procedures should be sent to travel.policy@per.gov.ie

Please make all Personnel Officers / Managers of all relevant HSE and Section 38 providers aware of the attached procedures.

Yours sincerely



Lara Hynes
Principal Officer

Enc.

Ref. DPE126-020-2015

28th October 2015

To All Personnel Officers

Financial procedures to be followed where staff of one public service body incur expenses arising from work undertaken on behalf of another public service body

Dear Personnel Officer,

I am writing to you in respect of procedures to be followed in instances where an employee of a public service body or publicly funded body may undertake work for a public service body other than their employing body. By way of example, this could arise where an official of one body serves on an oversight or national board regulating a particular activity. Where such service requires that the official travels to attend meetings of the national board, s/he may be entitled to claim for the refund of certain travel and subsistence costs.

The rules governing travel and subsistence payments in the Civil Service are set out in Circular 11/82:- Travelling and Subsistence Regulations as amended by Circular 05/2015. In general, these rules are reflected across the wider public service and the circulars are available at www.circulars.gov.ie

The rules set out in the circulars do not explicitly cover a situation where there is the potential to claim for the refund of travel and subsistence costs from more than one body. While it goes without saying that such expenses should only be claimed once, in the interests of good practice it is felt appropriate to set out procedures to cover such instances.

It is recommended that all travel and subsistence costs should be paid by the official's employer and recouped, where necessary, by the employer from the other body. This will ensure that both bodies are aware of the level of expenses being claimed, the events covered, and that there is no inadvertent double claiming. Vouched expenses should only be paid where the claim is supported by original receipts and not by copies.

Approval where the official making a claim is the CEO/Director of the employing body

Where the official making a claim is the CEO/Director of a public service or publicly funded body, the employing body should ensure that adequate procedures and controls are in place to oversee the approval of such expense claims.

Circulation

Please make all publicly funded bodies under the aegis of your Department aware of the above procedures.

Any queries on these procedures should be sent to travel.policy@per.gov.ie

Yours sincerely,


Jake Byrne

Assistant Principal

Remuneration IR and Pensions