



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive
Dr. Steevens' Hospital
Dublin 8

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To: Each Member of the Directorate and Leadership Team
Each Assistant National Director HR
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each CHO HR Manager
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery

26th November, 2018

Re: HR Circular 026/2018 re 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 Colleagues,

I am writing to you in relation to the enclosed Department of Health Circular 15/2015 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 employee of one body serves on an oversight or national board regulating a particular activity. Where such service requires that the employee 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 are set out in the HSE's National Financial Regulation (NFR) 05 Travel and Subsistence. The HSE HR Circulars on travel and subsistence, which should be read in conjunction with the enclosed Department of Health and the Department of Public Expenditure & Reform (DPER) Circulars, are available from the HSE website at the following link: <https://www.hse.ie/eng/staff/resources/financial%20regulations/nrf05-travel-and-subsistence.pdf>

The rules set out in these 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. All public service bodies and publicly funded bodies are now required to set out procedures to cover such instances and ensure that such expenses are only claimed once.

Where an employee of a public service body or publicly funded body undertakes approved work for a public service body other than their employing body, the employee's employer will pay the travel and subsistence costs in the first instance and then recoup these costs from the other body. This procedure will ensure that both organisations are aware of the level of expenses being claimed by the employee, 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.



Seirbhís Sláinte
Níos Fearr
á Forbairt

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Health service employees who have prior authorisation from their employing body to undertake approved work which necessitates incurring travel and/or subsistence costs are required to inform the other public service body prior to incurring such costs that they will be paid by their own employing body in the first instance and their employing body will seek reimbursement of the amount paid. The other public body should approve the payment to which the employee is entitled before it is submitted to the employee's employing body for payment and give an undertaking in writing that they will reimburse the full amount to the employing body.

As these payments must be recouped from another public body, it is essential that they are coded and recorded separately so that they can be distinguished from other travel and subsistence payments for which the employing body is liable. Claim forms should be reviewed and appropriate amendments made to adhere to this requirement.

Within the HSE, all claims for expenses arising from work undertaken for another public body should be processed through the same location that the employee's payroll is processed, where practicable.

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

Where the employee 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.

You are required to bring the above procedures to the attention of relevant staff in your organisation.

Queries

Employees and Managers are requested to address any queries that they may have regarding these arrangements to their local HR Departments.

Queries from HR Departments on the contents of this Circular may be referred to Aoife O'Riordan, HSE Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: aoife.oriordan@hse.ie.

Any queries within the HSE in relation to financial procedures arising from the implementation of this Circular may be forwarded to Regional Accountants or local finance departments.

Please note also that the National HR Help Desk is also available to take queries on 1850 444 925.

Yours sincerely,



**Rosarii Mannion,
National Director of Human Resources.**