

To:	All City of Dublin ETB Staff
Cc:	Aideen O’Riordan, Gillian Flynn, Cathy Martin, Joan McCarville, Jacky Moore, Tom Prizeman, Peter Carr, Alex McDonald, Yvonne Rispin.
From:	Travel Section
Date:	26th July 2023
Subject:	New Domestic Travel & Subsistence (T&S) Claim Form

Dear All,

We are delighted to inform all staff that the Travel Department has announced the release of new, excel T&S claim form.

The release for this new form for Domestic Travel is to assist in the streamlining of the travel claim process, making it more accessible and convenient. This will replace all current forms versions in all departments for staff travel processed via travel dept.

TS01 – Issue 1 Domestic Travel

This new form has combined aspects of the former PC01/PC02 for In-Service Travel (see next section) along with the standard Travel process.

This form will be available as an excel document with pre-set formulas to assist with all calculations. Full information regarding band rates, subsistence rates and meal deductions are available and the end of the form.

All other versions of T&S forms will no longer be accepted after the **31st of July 2023** to facilitate forms already in circulation for signature. Any journeys taken after this date should be claimed using this new TS01 Issue 1 form.

In-Service Conference & Training

Although the PC01 and PC02 has now been replaced, staff must abide by the current guidelines surrounding In-Service claims in relation to Reduced Mileage Rates, Subsistence & Meal Deductions. The claimant must declare if they attended a conference or training, with a Y or N on the new form. The event will be inspected by the Travel Department to ensure compliance with the guidelines and correct rates have been applied.

To note, anyone who has already submitted PC01 form must complete a PC02 form for this claim. We will be contacting claimants direct in due course to clear down all outstanding forms.

Conference Fees & Invoices

All invoices for conference fees should be sent to accounts payable in advance of your event claim. This amount should not be included in your overall claim total as the organiser of the event should be paid directly by City of Dublin ETB.



Submission and Signatures

All submissions must be **hard copy** and sent in physically to Head Office via Post. Email copies of the form are not currently accepted and will not be deemed received by travel until a hard copy is delivered.

The onus is on the claimant and Head of Centre to ensure that there are two **actual signatures** on the form (typed signatures are not accepted). Claimant may insert an e-signature, or signature image to the form however the **Head of Centre must physically sign the form**. This forms part of our internal control's procedures.

Closing date for all previous versions of T&S forms

We will be no longer accepting previous versions of travel forms, including PC01, PC02, PC03, PC07, PC11 and PC13 after the **31st of July 2023**. The Travel Department reserve the right to return any claim that has been completed on the incorrect form or is submitted incomplete This may cause significant delays in processing your claim. The onus is on the claimant to ensure that they are using the correct form, have read and understand the accompanying guidelines and circulars.

Any outstanding claims that have not been followed up by the claimant, will be sent back to the centre for resubmission on the new form.

Guidelines and Circulars

A new guideline document has been issued to all staff along with the current Travel Circulars.

Guidelines and form are available to download on the Intranet (link below) and are in line with Circulars 0052/2022 and Circular 0053/2022. <http://intranet.cdetb.ie/Your-Work/Administration/Travel-Claims-Application-Forms.aspx> if you do not have access to the Intranet, please contact travel@cdetb.ie and we will email the form to you.

Mileage Calculations

Under the ESBS (Education Shared Business Services) Shared Services directive, travel mileage will be verified via AA Route Planner rather than Google Maps. Please use [Routeplanner Ireland | theAA](#) going forward.

Late Claims

All staff are again reminded that travel claims should be completed and submitted for payment on a **monthly** basis. As per City of Dublin ETB Travel policy, claims over 3 months old, may be refused payment. Only under exceptional circumstances will late claims be accepted. Late claims must be accompanied by a valid letter of explanation, signed by the claimant, and approved by Principal/Head of Centre/Director. **Under no circumstances** will late claims be processed without an approved explanation letter.

Electronic Fund Transfer

The current payment process of a cheque is set to be abolished in the coming months and claimants will receive their payment direct to their nominated Irish bank account by EFT. We are working in the background to get everything set up on our systems so that we can ensure there are no Issues processing your funds. The attached staff set up form will be used to gather your information for integration with the accounting system so that we can process your claim payment direct to your bank account. This form should be completed as soon as possible and returned for the attention of Travel department, 2 Pembroke place, Ballsbridge, Dublin 4, D04 EY46. We will be working closely with our colleagues in Purchasing@CDETB.ie to ensure you are set up in line with the current City of Dublin ETB supplier guidelines in advance of the switch over.

To note, once we transition to EFT payments, cheque reimbursement will cease. We will communicate and notify all staff in due course.



Memorandum

International Travel

Please note that International Travel forms and guidelines are available on request from the travel department.

We hope that the introduction of this new form and the move away from Cheque payment will be welcomed news to all T&S recipients.

If you have any queries in relation to any of the points above, please email travel@cdetb.ie.

Thank you for your assistance.

**Kind Regards,
Travel Section.**

