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| **To:** **To:** | All City of Dublin ETB Staff  |
| **Cc:** | Aideen O’Riordan, Gillian Flynn, Cathy Martin, Joan McCarville, Jacky Moore, Tom Prizeman, Alex McDonald, Darragh Roche. |
| **From:** | Travel Section |
| **Date:** | 20th November 2023 |
| **Subject:** | **Travel & Subsistence 2023 Claims and Year End Memo** |

Dear All,

Please be advised of the following information to assist staff with the efficient processing of City of Dublin ETB Travel and Subsistence Claim forms.

**2023 Payment Schedule & Year End Close Off**

**The final travel payment date for 2023 is 14th December 2023.** Staff are reminded to get all travel & subsistence (T&S) claims for the 2023 calendar year completed, approved and submitted to head office before the cut-off date of **5th December 2023.** This will be the final T&S payment before the Christmas break. Any claim forms received after the 5th December 2023 will not be processed for payment until January 2024 with **no exceptions**. Every effort should be made to submit 2023 T&S claims in advance of the 2023 deadline. To note also, incomplete forms (e.g., coding, addresses or missing additional supporting paperwork/backup) that are not rectified before the 5th December 2023 will not be paid until January 2024.

**New Calendar Year**

**All outstanding 2023 claims must be submitted to HO no later than 29th Feb 2024 for processing**. City of Dublin ETB 2023 T&S claims must be accounted for in City of Dublin ETB 2023 annual accounts. This is an audit requirement. Therefore any 2023 claims not received by the 29th February 2024 may not be paid. A separate claim form must be submitted for each calendar year i.e., claims from January 2024 must be on a separate claim form to claims dated in 2023. Claim forms that include two calendar years will be returned. The 2024 payment schedule will issue in due course. Please note payment dates in January 2024 may vary due to City of Dublin ETB’s move to a new FMS in January 2024.

**Completion of Claim Forms**

It is the responsibility of each Claimant to ensure the correct and current version of the TS01 travel claim form is completed.  Any incomplete, inaccurate or unapproved claim forms will be returned for correction and will result in a delay of payment.

It is important to note the full registered address of the venue/name of College/Centre must be completed for all“From” and “To” journeys. In respect of claim forms from Heads of Centres, Director approval is required. Only approved claim forms should be sent to the Travel Department. All submissions must be **hard copy** and sent in physically to Head Office via Post. Electronic copies of the form are not currently accepted and claim form will not be deemed received by the travel dept. until a hard copy is delivered.

**Late Claims**

All staff are once again reminded that travel claims should be completed and submitted for payment monthly. 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.

**Insurance Indemnity Declaration Form**

As per Circular 0037/2017, an Insurance Indemnity Declaration Form is required by all staff for use of own motor vehicle on official business authorised by City of Dublin ETB. This should be done in line with the expiration of your motor policy and the same will apply should you change your motor vehicle. Insurance forms sent within the last 12 months will be considered valid for 12 months from the date received. Please note, travel claims cannot be processed until a valid Insurance Indemnity Form is received.

**EFT Payments**

We have successfully transitioned to EFT payment for T&S reimbursements. All claimants are required to complete the Supplier Set-Up form with their nominated bank account details. Where there is a change in bank details, a new Supplier Set-Up form must be completed.

**Revenue Enhanced Reporting Requirements (ERR) 1st January 2024**

Please be advised of new Revenue Enhanced Reporting Requirements (ERR) effective 1st Jan 2024. City of Dublin ETB, as an Employer, will be required to report to Revenue, on details of certain expense/benefit payments made to all employees. Travel and Subsistence payments are included in the expense category. Further information on the new Revenue reporting requirement is available on the revenue website. ([www.revenue.ie](http://www.revenue.ie))

**Travel Claim Forms, Guidelines & EFT Set Up Form**

All forms 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 forms to you.

Please forward this memo to all relevant staff.

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

**Kind Regards,**

**Travel Department.**