



City of Dublin Education and Training Board Travel Policy

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Drafted by	Finance Department
Responsibility for this policy in City of Dublin ETB	Director OSD (Finance)
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1. Purpose

- 1.1 This policy sets out the protocols and procedures to be followed when travelling on City of Dublin Education and Training Board official business.
- 1.2 The travel policy has been framed having regard to the following:
 - a) Department of Education and Youth - Circular Letters;
 - b) Circulars issued by the Department of Finance and/or Department of Public Expenditure and Reform (DPER);
 - c) Code of Practice for the Governance of ETBs; and
 - d) Obligations in relation to the regulations of the Revenue Commissioners.
- 1.3 The policy is intended to ensure value for money is obtained in respect of each official trip undertaken, consistent with the requirements of official business and in accordance with City of Dublin ETB financial management and budget processes.
- 1.4 City of Dublin ETB shall only pay travel and subsistence expenses actually and necessarily incurred in the performance of an employee's official duty.
- 1.5 City of Dublin ETB will ensure appropriate procedures are in place to monitor, report and enforce the relevant rules and requirements of this policy so that expenditure on travel and subsistence is in line with the funding allocation.

2. Scope

- 2.1 The travel policy applies to travel undertaken on ETB business by all City of Dublin ETB staff members, External Authenticators, Board members and Interview Board members.
- 2.2 The mileage year for travel purposes commences on the 1st of January.

3. Objectives

To ensure travelling expenses, subsistence and other expenses were 'wholly, exclusively and necessarily' incurred and are claimed and paid in line with City of Dublin ETB guidelines.

4. General Principles in relation to travel on City of Dublin ETB Business

- 4.1 It is essential that all individuals travelling on City of Dublin ETB business are familiar with this policy and with the correct procedures for claiming reimbursement of travel expenses.
- 4.2 Travel expenses should be kept to a minimum and should represent value for money for the ETB. Each individual is accountable to ensure that only valid, reasonable and necessary expenses are incurred.

- 4.3 Travel expenses are payable only in respect of necessary absence from a normal place of work.
- 4.4 Travel expenses will not be paid in respect of any portion of a journey which covers all or part of a staff members usual route between home and normal place of work.
- 4.5 Travel costs incurred by City of Dublin ETB employees who are seconded to another Public Sector Body should be claimed from the other Public Sector Body. Queries in relation to travel costs for work undertaken on behalf of another Public Service Body should be sent to City of Dublin ETB Travel Dept.
- 4.6 Where a claimant proceeds on an official journey direct from home or returns home direct, the travelling allowance payable will be calculated by reference to the distance from home or place of work, whichever is the lesser.
- 4.7 As a general rule, maximum use of public transport should be availed of for City of Dublin ETB official travel and booked in advance to represent value for money.
- 4.8 Taxis should only be hired when no other suitable means of transport is available. The claimant will be required to justify the use of taxis via an email to travel@cdetb.ie, referencing the associated Trip ID number (allocated by the Core Portal XD Expense system).
- 4.9 Alternatives to frequent travel, such as the use of online meeting facilities, should also be considered where appropriate.
- 4.10 Distances for routes should be checked using Google Maps (XD Expense system 'Kilometre Checker'). All official travel will be by the shortest practicable route and by the cheapest practicable mode of conveyance.
- 4.11 Claims should be submitted on a monthly basis or a weekly basis in the case of more frequent claims. In all cases, claims should be submitted no later than 3 months after the journey being undertaken. Claims in excess of 3 months from date of travel will require a valid letter of explanation signed by the claimant and approved by line manager and Director/CE. This should be emailed to travel@cdetb.ie, referencing the associated Trip ID number (allocated by the Core Portal XD Expense system).
- 4.12 Original receipts/online account statements for all vouched travel expenses must be uploaded to the Core Portal XD Expense system e.g. Luas, Bus, Dart & Train tickets, Tolls & Parking. No reimbursement will be made for fines incurred in relation to driving offences, for example parking fines, or fixed penalty notice charges for speeding offences.
- 4.13 Travel expenses are paid by Education Shared Business Services (ESBS) on behalf of City of Dublin ETB in accordance with the ESBS travel payment schedule. Travel expenses will be paid via Electronic Fund Transfer. Remittances will be available through the Core Portal XD Expense system.

5. Authorisation of Claims for Reimbursement of Travel & Subsistence Expenses

All claims for reimbursement of travel expenses must be authorised by the appropriate manager / budget holder (Core Portal XD Expense system 'Level 1' approver)

Claimant	Authoriser – Level 1 Approver
Chief Executive	Chairperson
Director of FET Director of Schools Director of Services (SUSI) Director of OSD	Chief Executive
Administrative Staff	Director of OSD, Director of Services (SUSI), APO, School / Centre Management
School / College Staff	Principal
Further Education Staff	Director of FET, APO, AEO, Centre Manager
Training Centre Staff	Director of FET, TC Manager, TC Assistant Manager
Principal / Centre Co-ordinators	Director of Schools, Director of FET
Board Members for ETB Board or other approved Meetings	Head of Corporate Services

6. Rates of Expenses

Expenses payable shall be in accordance with rates and conditions as approved in the relevant Circular Letters and Regulations.

7. Audit & Risk and Finance Committees

- 7.1 External members of an Audit & Risk or Finance Committees who are in receipt of a fee for attendance at the Audit & Risk or Finance Committee are not entitled to claim travel and subsistence expenses.

8. Subsistence Expenses

- 8.1 Payment of rates authorised are subject to Travelling and Subsistence Regulations (Circular Letter 11/1982) and any other instruction in force from time to time, including the distance requirements outlined in DPER Circular Letter 05/2015.

8.1.1 A day allowance is not payable for an absence on official business that is within 8km of a claimant's place of work or home (whichever is the lesser).

8.1.2 An overnight allowance will not normally be claimed when the claimant is within 100km away from home or place of work (whichever is the lesser).

9. Foreign Travel

- 9.1 Foreign travel must be **authorised in advance** by the Director/Chief Executive and must be in accordance with Circular 0031/2015.
- 9.2 The OGP Travel Management Services Framework must be used by staff for all Foreign Travel.
- 9.3 Claimants must comply with the current rates of foreign travel as laid down by the Department of Public Expenditure and Reform.

10. Responsibilities of Individuals Claiming Expenses

- 10.1 It is the responsibility of each employee/claimant who uses their vehicle in the performance of City of Dublin ETB duties to comply with the relevant Road Traffic legislation.
- 10.2 As outlined in 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. Staff will be required to sign an 'Employee Vehicle Declaration' form on Core Portal XD Expense system.
- 10.3 City of Dublin ETB cannot accept liability for any loss or damage resulting from the use of privately-owned transport on City of Dublin ETB business.

11. Enhanced Reporting Requirements (ERR) and Freedom of Information (FOI)

- 11.1 Per Revenue Enhanced Reporting Requirements (ERR) in relation to Reportable Benefits, effective 1st Jan 2024, there is a requirement to report all travel and subsistence payments to Revenue.
- 11.2 City of Dublin ETB may be required to release details of travel and subsistence payments in response to requests received under the Freedom of Information Legislation.

12. Procedure for Claiming

- 12.1 For T&S claims paid via the ESBS Core Portal XD Expense system, all relevant details should be entered onto the Core Portal XD Expense system when claiming travel and subsistence.
- 12.2 Claims will be reviewed and approved by Line Manager (Level 1 approver) or rejected back to the claimant for amendment and resubmission.
- 12.3 Claims will be reviewed and approved by Head Office (Level 2 approver) or rejected back to the claimant for amendment and resubmission.

- 12.4 International Projects T&S claims - please contact the travel department who will advise. System payment processes for International Projects T&S claims may be dependent on the type of International Project.

13. Anti-Fraud and Corruption Policy

The submission of a false or exaggerated expenses claim is a serious matter which may lead to investigation and possible disciplinary action being taken by City of Dublin ETB under the City of Dublin Anti-Fraud and Corruption Policy.

14. General

It is the responsibility of each Line Manager to ensure all relevant staff are notified of their responsibilities under this policy. Board members will be notified of their responsibilities by the Chief Executive.

15. Implementation and Review

- 15.1 The Chief Executive, the Senior Leadership Team and the Finance Department are responsible for the implementation of this policy.
- 15.2 The policy will be reviewed every two years or earlier if there are any changes in legislation and guidance from sources such as the IAU – ETBs, the C&AG, the Department of Education and Youth, the Department of Finance, the Department of Public Expenditure and Reform and the Revenue Commissioners.
- 15.3 The date of implementation of this updated version 2.0 policy is 19th August 2025 which is the date approved by the Chief Executive.