



Travel (Domestic/International) and Subsistence Form
Please see overleaf in relation to payment policy

Full Name:		
Address:		
Date(s) and Name of meetings/events being claimed or travel from – to by public or private transport		
Bank Details:		
IBAN code:		
Swift code:		
Details of Claim		
Nominal Code	Description	Amount (EUR)
Total:		

Important Note:

- *All sections of the form must be completed otherwise it will not be processed*
- *Receipts for all costs incurred must accompany this form. No payment will be made unless receipts are provided including cost of petrol and relevant tolls*
- *An absolute limit of 6 month applies for the claiming of expenses*

To be completed by the Claimant:

I hereby certify that the expenses claimed have been disbursed solely in relation to Society Business and the particulars furnished herein are in all respects true

Name: _____ Signature: _____

To be completed by the Treasurer or Chair of the Division/SIG/Committee. In the case of Council or Council Committee, signed by the Hon. Treasurer & countersigned by CEO:

I hereby approve the above expenditure.

Name: _____ Date: _____

Position: _____ Signature: _____



Background

While the Society does not pay members for their contribution, travel and subsistence is paid to members. Previous policy (2007) stated that 'The cost of using public transport (taxi, train or bus as appropriate) will be paid'.

The Society is a registered charity and mainly depends on membership fees to cover its running costs. Members of Council, and in particular Officers of the Society, as well as the CEO, have a duty of care to members to ensure that the finances are spent for the benefit of the Society. Expenditure incurred should not only be on behalf of PSI, but incurred necessarily, at a reasonable cost, and in an accountable and acceptable manner.

Our auditor advises that our charitable status means the Society has to be as strict, if not more so than other organizations, when it comes to verification of claims. The below outlines the current policy and overrides any previous policy or custom and practice.

Policy

1. Travel

The Society's policy in relation to the payment of *public transport costs only* is to be strictly implemented. This policy will be fully communicated to all members of Committees, Panels and Boards. Members may, of course, opt to use private transport, but it is the public transport equivalent cost that will be reimbursed, except in situations where it is more cost-effective to pay petrol plus relevant toll costs.

Please seek advance agreement from your relevant Chair or CEO if in doubt about which mode to use and claim for.

Where travel is necessary on behalf of the Society, it will be paid from the member's place of work or residence, whichever is more cost-effective for the Society, unless exceptional circumstances apply. If exceptional circumstances apply, the member must write to the CEO in advance and seek approval.

2. Subsistence

Subsistence is paid where accommodation and meals are not provided to those on Society business. Given the fact that the Society pays for accommodation in most cases, the rationale to allow for the payment of subsistence no longer exists. All members travelling overnight on Society business must seek to book accommodation via the office, and where meals are not provided, they will be reimbursed for costs that are within agreed parameters: an allowance of up to €15 where lunch is required and of €30 where an evening meal is required.

The Society's auditor advises that all expenses incurred by members must be reasonable and justified in relation to the work of the Society. In so far as possible, all expenditure including that authorised in advance, should be receipted. Because of the Society's status as a charitable body, it is essential to have backup to reassure third parties that this status is justified and that individuals are not 'unjustly enriching themselves' as members of a charitable organisation.

3. Timeliness of claims

Advice was sought from our auditor in relation to the issue of timely presentation of expenses.

He advises that for sound budgetary, cash flow, and administrative reasons, regular and timely claims must be made. Verification of claims becomes more difficult with the lapse of time. The Society's charitable status is one to be guarded; it ensures that we pay no tax on any profits and has saved us a considerable amount of money over the years.

Therefore, except in exceptional circumstances, an absolute limit of **6 months applies** for the claiming of expenses.