

Ref. DPE126-020-2015

27th October 2015

To All Personnel Officers

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 Personnel Officer,

I am writing to you 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 official of one body serves on an oversight or national board regulating a particular activity. Where such service requires that the official 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 in the Civil Service are set out in Circular 11/82:- Travelling and Subsistence Regulations as amended by Circular 05/2015. In general, these rules are reflected across the wider public service and the circulars are available at www.circulars.gov.ie

The rules set out in the 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. While it goes without saying that such expenses should only be claimed once, in the interests of good practice it is felt appropriate to set out procedures to cover such instances.

It is recommended that all travel and subsistence costs should ideally be paid by the official's employer and recouped, where necessary, by the employer from the other body. This will ensure that both bodies are aware of the level of expenses being claimed, 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.

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

Where the official making a claim is the CEO/Director of a public service or publicly funded body, adequate procedures and controls should be in place to oversee the approval of expense claims.

Grant Aided Bodies

In addition, grant aided bodies should be mindful of their responsibilities under Department of Public Expenditure Circular:13/2014 *Management of and Accountability for Grants from Exchequer Funds* that they have adequate financial control systems in place to manage granted funds.

Circulation

Please make all publicly funded bodies under the aegis of your Department aware of the above procedures.

Any queries on these procedures should be sent to travel.policy@per.gov.ie

Yours sincerely,


Jake Byrne

Assistant Principal

Remuneration IR and Pensions