

PSSC Guidelines - New Travel Rates 1st April 2017

Mileage

The new thresholds for mileage have been applied to the Core system, we would ask that all claimants ensure that March claims are fully processed before any April dates are claimed. All March travel should be claimed by 30th April 2017. If you have been on a trip and claimed mileage that is inclusive of 31st March and 1st April, we request that you end date the trip on 31st March and enter a new trip from 1st April 2017. Rate details are available on Dept. of Public, Expenditure and Reform Circ.05/2017 Motor Travel Rates. Any queries about this Circular should be emailed to Travel.Policy@per.gov.ie

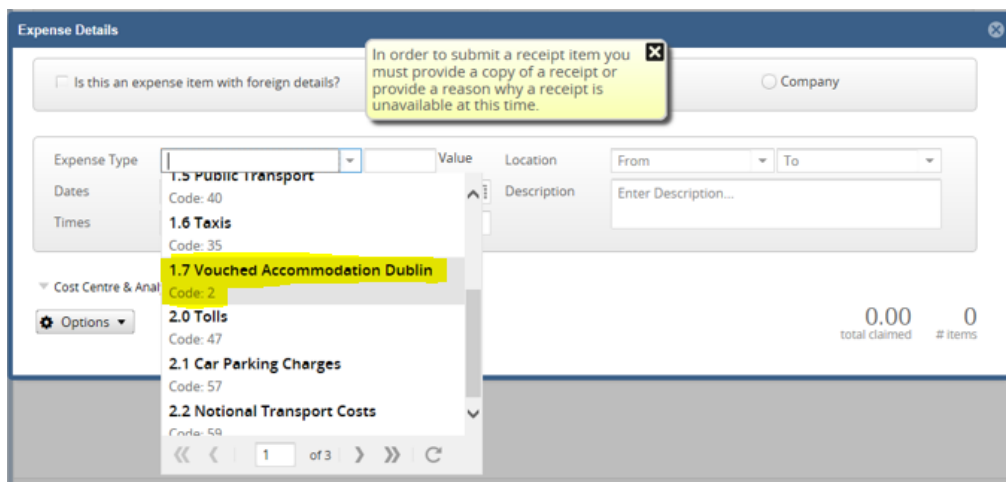
Domestic Rate

A separate Vouched rate (VA) for accommodation in Dublin can now be claimed as a Vouched expense to the value of €133.73 plus the claimant's meals at €33.61. Please note the standard Overnight rate will still apply whereby a claimant sources accommodation and meals within the rate of €133.73.

New Expense Codes: 2 - 1.7 Vouched Accommodation Dublin

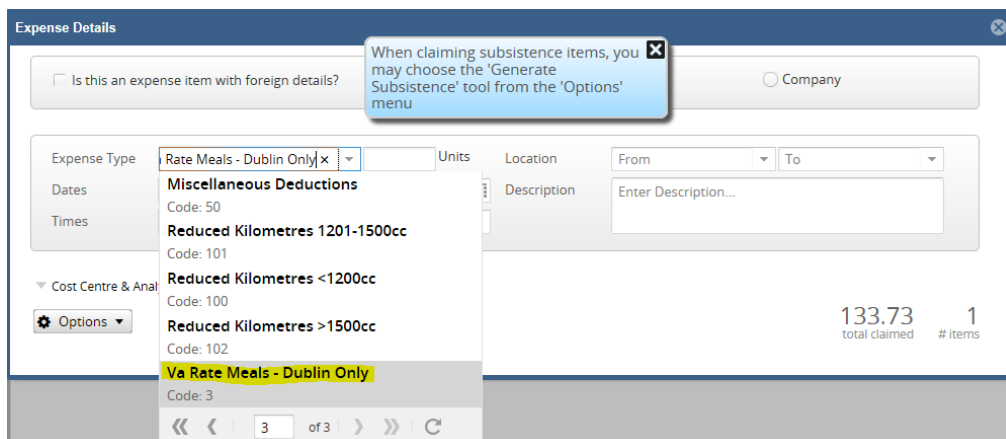
3 - Va Rate Meals – Dublin Only

Enter the full value of the vouched accommodation (€133.73) and attach receipt.



The screenshot shows the 'Expense Details' form. A yellow tooltip reads: "In order to submit a receipt item you must provide a copy of a receipt or provide a reason why a receipt is unavailable at this time." The 'Expense Type' dropdown is open, showing a list of categories. '1.7 Vouched Accommodation Dublin' (Code: 2) is highlighted in yellow. Other visible options include '1.5 Public transport', '1.6 Taxis', '2.0 Tolls', '2.1 Car Parking Charges', and '2.2 Notional Transport Costs'. The 'Value' field is empty, and the 'Location' fields are also empty. The bottom right shows '0.00 total claimed' and '0 # items'.

Click on New Expense Item and choose 'Va Rate Meals – Dublin Only' to cover the meal costs.



The screenshot shows the 'Expense Details' form. A blue tooltip reads: "When claiming subsistence items, you may choose the 'Generate Subsistence' tool from the 'Options' menu." The 'Expense Type' dropdown is open, showing a list of categories. 'Va Rate Meals - Dublin Only' (Code: 3) is highlighted in yellow. Other visible options include 'Miscellaneous Deductions', 'Reduced Kilometres 1201-1500cc', 'Reduced Kilometres <1200cc', and 'Reduced Kilometres >1500cc'. The 'Value' field is empty, and the 'Location' fields are also empty. The bottom right shows '133.73 total claimed' and '1 # items'.

Expense Trip Example:

Vouched Accommodation Dublin with meals deducting the breakfast and including the two ten hour rates.

▼ Additional Options

Save Submit

193.95
total claimed # items 4

+ New Expense Item							
Expense Type	Date From	Date To	From	To	Units	Value	Actions
1.7 Vouched Accom...	Tue 04th Apr 2017 <small>07:30 Time From</small>	Wed 05th Apr 2017 <small>19:00 Time To</small>	Galway	Dublin		133.73	
Va Rate Meals - Du...	Tue 04th Apr 2017 <small>07:30 Time From</small>	Wed 05th Apr 2017 <small>19:00 Time To</small>	Galway	Dublin	1	33.61	
Breakfast Provided	Tue 04th Apr 2017	Wed 05th Apr 2017	Galway	Dublin	1	-7.00	
1.2 10 Hour Rate	Tue 04th Apr 2017 <small>07:30 Time From</small>	Wed 05th Apr 2017 <small>19:00 Time To</small>	Galway	Dublin	1	33.61	

Rate details are available on Dept. of Public, Expenditure and Reform Circ.06/2017 Domestic Subsistence Allowances Rates. Any queries about this Circular should be emailed to Travel.Policy@per.gov.ie

Foreign Travel

Conference rate has been renamed as Vouched Accommodation (VA), the new rate consists of the vouched accommodation plus the rate listed in the 'VA Rate' Column on the circular (half overnight rate). This should be used in the following circumstances;

1. All travel to Brussels on overnight trips.
2. When accommodation is provided at no cost to claimant.
3. When the Department/Office source reasonably priced accommodation on behalf of claimant via travel provider.

Example: Ireland to Brussels

1. Claim for Hotel Accommodation ensure you Tick payment by company – Select Hotel Accommodation and enter value paid by Department/Office. Complete expense detail.

Expense Details ✕

Is this an expense item with foreign details? EUR @ 1 Payment By Me **Company**

Expense Type: Value Location:

Dates: Description:

Times:

▼ Cost Centre & Analysis Codes

Options ▼

0.00
total claimed # items 1
excludes already paid 150.00

2. Claim for Overnight – Select Overnight expense type and enter units – Enter Vouched Accommodation Va as the overnight type. Complete expense detail

Expense Details

Is this an expense item with foreign details? EUR @ 1 Payment By: Me Company

Expense Type: 1.3 Overnight Rate Units: 1 Location: IRL 046

Overnight Type: Vouched Accommodation Va Description: Test Claim

Dates: 03/04/2017 04/04/2017

▼ Cost Centre & Analysis Codes

Options

120.75 2
total claimed # items
excludes already paid 150.00

Add any additional expenses and then save claim.

Example of Claim:

▼ Additional Options

Save Submit

120.75 2
total claimed # items
excludes already paid 150.00

+ New Expense Item

Expense Type	Date From	Date To	From	To	Units	Value	Actions
Hotel Accommodati...	Mon 03rd Apr 2017 <i>06:30 Time From</i>	Tue 04th Apr 2017 <i>19:00 Time To</i>	Ireland	Belgium Brussels		150.00 <i>Already Paid</i>	⚙️
1.3 Overnight Rate	Mon 03rd Apr 2017	Tue 04th Apr 2017	Ireland	Belgium Brussels	1	120.75	⚙️

Rate details are available on Dept. of Public, Expenditure and Reform Circ.07/2017 Subsistence Allowances Abroad. Any queries about this Circular should be emailed to Travel.Policy@per.gov.ie