

INTO Accounts Department Advice re Branch Expenses

2025

Travel and Subsistence Rates

The current subsistence rates that may be used for members on union business and attending conferences are as follows.

5 – 10 hours	€19.25
10 hours	€46.17
Overnight stay	€205.53

These rates are available on the Department of Finance website at www.finance.gov.ie under Civil/Public Service Information – Circulars. Please note an overnight allowance should not be claimed unless the member has actually spent the night away from home. The overnight stay covers 24 hours away from home.

The mileage rate recommended by INTO for travel is 50c per kilometre.

If you have any queries on calculating expenses or queries regarding branch finances, please contact Elaine Daly on edaly@into.ie or 01 804 7759.

A practical example

Member leaving home in Cobh at 09.00 on Friday morning and arriving back home at 20.00 on Saturday evening.

Mileage per AA Roadwatch 220 km each way:

Mileage: 440 km x €0.50= €220

Subsistence: €205.53 (from 09.00 on Friday – 09.00 on Saturday) + €46.17, (09.00 on Saturday – 20.00 on Saturday evening).

Total claim: €220 + €205.53 + €46.14 = €471.67

Claims should not be 'rounded up' and flat fees eg €350 or €400 should not be used.