



Circular 01/02

PRIMARY BRANCH

Payment of travelling expenses to Rural BTC Coordinators, Learning Support and Resource Teachers

1. It has been agreed that Rural BTC Coordinators, Learning Support and Resource Teachers who are assigned to teach children in more than one school are paid travelling expenses. Travelling expenses will be paid at the appropriate civil service rates of motor mileage allowances in respect of the use of their cars for travelling to the schools to which they are assigned, other than the schools which are designated as their headquarters (base) for administrative purposes.
2. No travelling expenses will be paid in respect of travelling between the teachers' homes and their headquarters (base) schools.
3. Payment for travelling to the other schools to which the teachers are assigned will be made in respect of the distance travelled in excess of the distance which would be covered in travelling from home to their headquarters (base) schools.
4. Travelling expenses will be paid in accordance with these arrangements only where suitable public transport is not available.
5. The work schedule of the teacher for an academic year must be agreed between Chairpersons of Boards of Management and Principals of all schools involved, normally, at the beginning of the school year and approved by the District/Divisional Inspector. In the event of changes being necessary to the work schedule during the academic year, the changes must also be agreed by Chairpersons of Boards of Management and Principals and approved by the Inspector.
6. Work schedules should be arranged to ensure that minimum time is spent travelling between schools. Only in exceptional circumstances should a teacher travel between schools during the school day.
7. Where it is necessary to travel to island schools, the costs incurred travelling from the mainland to an island school will be recouped separately by Special Education Section of the Department.
8. Travel expenses are not payable for travel in connection with the purchase of equipment, books and materials or travel in connection with attendance at courses*. Travel expenses are **only** payable in respect of travel to schools to which teachers are assigned, other than the schools that are designated as the headquarters (base) school.
 - *Travel expenses may be payable for attendance at in-career development programs. Payment in respect of such attendances is made by the course organisers, with the prior approval of the In-Career Dev. Unit of this Department.*

9. BTC Rural Coordinators may claim travel expenses in respect of authorised meetings organised with the approval of the National Coordinator.
10. Claims must be made by completing the appropriate application form. The form should show a summary, **by term**, of each claim. Fully completed application forms should be checked and signed by the principal of the headquarters/base school and forwarded at the end of each school term to the Payroll Services (Primary) Section of the Department together with a detailed account of the teacher's monthly schedule of duties to be indicated on the form attached for this purpose.
11. These arrangements are a revision of the arrangements that were brought into effect on 1 January 1984. To comply with Department accounting procedures, **applications should be submitted as soon as possible after the school term for which expenses are being claimed. Failure to submit claims by the end of the academic year may result in loss of payment.**
12. Incomplete or incorrectly completed application forms will involve further investigation resulting in delay in payment.

**This circular is available on the Department of Education and
Science Website <http://www.education.ie>**

**It can be found under Circulars and Forms – Popular forms - Payment of
travelling expenses to Rural BTC Coordinators,
Learning Support and Resource Teachers**

The application form may be downloaded from the website and used for future applications. Queries regarding the circular can be emailed to **Angela_Carney@education.gov.ie**

DETAILS REQUIRED IN CONNECTION WITH CLAIMS FOR TRAVELLING EXPENSES



This form must be completed and returned with your first traveling expenses claim form. It is only necessary to complete this form a second time during an academic year if any of the details already supplied changes.

Name of Teacher: _____ PPSN: _____

Home Address: _____

Date of Appointment of BTC Coordinator/Learning Support/Resource Teacher: _____

Details of Schools Served

A – Base School: _____ Roll Number: _____

B – Other Schools: _____ Roll Number: _____

C – Other Schools: _____ Roll Number: _____

D – Other Schools: _____ Roll Number: _____

E – Other Schools: _____ Roll Number: _____

Distance from Home to Headquarters (Base) School: _____ kilometers

Make and Model of Car: _____ Engine Capacity (c.c.): _____

Date of Commencement of Ownership: _____

Insurance Company: _____

The car (details above) is owned and maintained by me and is, and will continue to be, insured by me for the purposes of the Road Traffic Acts and I will advise the Department of any change to the insurance cover.

(In this regard, it is **not necessary** to submit insurance certificates or discs. The name of Insurance Company will suffice.)

Signature (of Claimant): _____ **Date:** _____

Please return completed form with your first traveling expenses claim form to:
Angela Carney, Primary Payroll Section, Department of Education & Science, Athlone, Co. Westmeath

