

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 <u>may</u> 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, <u>applications</u> 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 Teacher:	Coordinator/Learning Support/Resource
Details of Schools Served	Roll Number:
	Roll Number:
C – Other Schools:	Roll Number:
D – Other Schools:	Roll Number:
E – Other Schools:	Roll Number:
Distance from Home to Headqu	arters (Base) School: kilometers
Make and Model of Car:	Engine Capacity (c.c.):
Date of Commencement of Owne	rship:
Insurance Company:	<del></del>
insured by me for the purposes of any change to the insurance cover	and maintained by me and is, and will continue to be, the Road Traffic Acts and I will advise the Department of er.  y to submit insurance certificates or discs. The name of
Signature (of Claimant):	Date:
Please return complet	ed form with your first traveling expenses

Please return completed form with your first traveling expenses claim form to:

Angela Carney, Primary Payroll Section, Department of Education & Science, Athlone, Co. Westmeath

Name of Teacher:					
Teacher No	PPSN				
Engine Capacity	Academic Year 20 / 20				
Rates Applicable	from 01/07/08				
Engine Capacity	UP TO 1200	1201cc –1500 cc	1501cc and over		
Up to 6437 km	52.16 cent	61.67 cent	78.76 cent		
6438 km and over	28.29 cent	31.49 cent	37.94 cent		
Rates Applicable	from 05/03/09				
Engine Capacity	UP TO 1200	1201cc – 1500cc	1501cc and over		
Up to 6437km	39.12 cent	46.25 cent	59.07 cent		
6438km and over	21.22 cent	23.62 cent	28.46 cent		
School term being claimed for:		Christmas Term			
(Tick as appropriate)		Easter Term			
Summary of Clair	<u>m</u>	Summer Term			
Period	Kilometers Claimed	Rate per kilometer	Amount Claimed		
Month:					
Totals					
Signature of Teach	ner:	Date:			
I certify the above	claim to be correct		(Principal)		

Name of Teacher: PPSN:				
Month to which the schedule refers:				
Day	Date	School Attended (a.m.)	School Attended (p.m.)	Daily Kilometers
Total Kilometers Travelled				
Less <b>Twice</b> distance from home to base school x no of days				
Total Kilometers Claimed				
Sample Calculation of total kilometers claimed (Notional distance from home to base school = 2 K/m)				
Notional total Km traveled over 20 days 120				
Less twice the distance from home to Base school X no of days claimed (4 x 20)				
Notional Total Kilometers Claimed 40				
with the work sche Schools and the s	dance was given as edule arranged in co chool authorities. D eliminated. I certify	onsultation with the ays on which attend	District/ Divisional I dance or incomplete	nspector of
The work schedule of this teacher has been approved by the District/ Divisional Inspector.				
Signed by Principa	al of Headquarters	School:	I	Date:

Name of Teach	ner:	PPSN	:	
Month to which	the schedule re	efers:		-
Day	Date	School Attended (a.m.)	School Attended (p.m.)	Daily Kilometers
		Total I	Kilometers Trave	elled
Less <b>Twice</b> dis	stance from hom	e to base schoo	I x no of days	
Total Kilometers Claimed				
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Notional total Km traveled over 20 days 120 Less twice the distance from home to Base school 80				
X no of days claimed (4 x 20)  Notional Total Kilometers Claimed 40				
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The work schedule of this teacher has been approved by the District/ Divisional Inspector.				
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Month to which	the schedule re	efers:		-
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	of total kilometers cla	imed	Kilometers Clain	ned
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Signed by Principa	al of Headquarters	School:		Date: