

TEACHER EDUCATION SECTION - IN-SERVICE COURSES

EFFECTIVE FROM 1st April 2017

1.1 Lecture fees

In line with previous guidelines the rates for lecture fees are as follows:

(a) Applies to all Lecturers excluding teachers lecturing in school time

Hourly rate:

- **€46.98** for one hour stand-alone lecturing contact period
- **€40.63** for each hour where a lecturing contact period of more than one hour is in question in a day, subject to maxima of **€203.16** per day and **€812.63** per week

(b) Teachers lecturing in school time

Hourly rate:

- **€35.55** for one hour stand-alone lecturing contact period
- **€27.93** for each hour where a lecturing contact period of more than one hour is in question in a day, subject to maxima of **€139.67** per day and **€558.68** per week

[**Note:** School time in the context of teacher lecturing fees is time for which substitution is claimable]

The Lecturer Fees advised in this guideline DO NOT take into account the Pension Levy as defined under the Financial Emergency Measures in the Public Interest Act 2009 or the Revision of Pay of Civil Servants as defined under the Financial Emergency Measures in the Public Interest (No. 2) Act 2009 because the rates advised in this guideline are paid by Education Centres who are not public bodies and therefore do not come under the auspices of the above mentioned acts. If other bodies or organisations are using this guideline then the onus is on these bodies or organisations to verify that they are not obliged to make deductions as defined by the above mentioned acts. The Teacher Education Section cannot and will not accept responsibility for any deductions made or not made in relation to Lecturer Fees in error.

1.2 Lecturers' Subsistence Allowances:

10 hour (and over) allowance.....**€33.61**
5 hour (and under 10 hour).....**€14.01**

1.3 Lecturers Overnight Allowances

Overnight allowance (24 hr period) ...**€133.73**

An Overnight Subsistence Allowance is payable only in respect of **necessary and actual overnight absences** from home or headquarters. In accordance with Circular 05/15 an overnight allowance will not generally be payable for an absence which is less than 100 KM from an officer's home or headquarters. An overnight allowance covers a period of 24 hours. A further allowance will not be due until the relevant amount of time in excess of the 24 hour period has elapsed (i.e. 24 and 5+ hours or 24 and 10+ hours). Where accommodation is provided (but not meals) a 50% of the overnight should be claimed, where meals are provided (but not accommodation) these should be deducted when making the claim.

Vouched Accommodation (“VA”) Rate for Dublin: A new separate Vouched Accommodation (VA) rate is being introduced in recognition of difficulties in sourcing suitable accommodation in Dublin within the standard rate. The standard Overnight rate will continue to apply where officers source accommodation and meals in Dublin within the rate. Where officers cannot source accommodation within this rate, they may claim the VA rate. Accommodation costs while claiming the VA rate **must be vouched**. Approvers should not approve VA expenses without a receipt being provided by the officer.

In such cases, a Vouched Accommodation Rate consisting of the vouched costs of accommodation up to a limit of the standard overnight rate (€133.73) plus the appropriate day rate for the officer’s meals, may be claimed. **The Vouched Accommodation rate is effective from 1st April 2017**

Vouched Accommodation (“VA”) Domestic Subsistence Rates (for use in Dublin only)

Vouched Accommodation (“VA”) Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €133.73	Plus	€33.61

In accordance with existing policy, where an officer sources accommodation that exceeds the cost of the standard overnight rate or vouched accommodation rate as appropriate, they will be solely responsible for meeting the additional accommodation expense. Officers’ attention is drawn to Paragraph 3 of Circular 11/1982: Travelling and Subsistence Regulations which states that the ‘subsistence allowance payable is not intended to meet the whole cost of subsistence’.

1.4 Lecturers' Motor Travel Rates

Four new travel bands are being introduced replacing the previous two bands of 0-6437km and 6437km and over as set out below.

The amount of mileage accumulated by officers between 1st January 2017 and 1st April 2017 will not be altered by the introduction of these new bands and rates. Mileage to date will, however, count towards aggregated mileage for the year. For example, an officer driving a car in the ‘1200-1500cc’ engine size who had claimed 1,400km on 1st April 2017 would then move to the new Band 1 and receive 39.86 cent per kilometre. Once they have driven a further 100km, they would then move to Band 2 and receive 73.21 cent per kilometre.

Motor Travel Rates per kilometre

Distance Bands		Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1	0 – 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent

Claim approvers should ensure that only the reduced mileage rate is claimed for training course / conference before approving expense claims.

Reduced Motor Travel Rates per kilometre

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
16.59 cent	17.63 cent	18.97 cent

The reduced motor rates outlined in the table above applies to a) National Programme professional personnel and b) Education Centre Directors who are attending training. Where expenditure arises for reasons connected with official business, but not the actual discharge of official business (e.g. attendance at conferences or courses of education) attendance should be conditional on applying public transport or reduced motor travel rates.

Teachers Travel and Subsistence Allowance Rates

2.1 Travel

In line with previous guidelines the cost of bus or train fares or 16.92 cent per kilometre, where less expensive public transport is not available. Motor travel rates will not be paid in respect of claimants who have to travel less than 10 miles - (single journey) to the course. Private cars should only be used when there is no suitable public transport available or where public transport is available at equal or greater expense.

2.2 Meals

Effective from 1st April 2017

2.2.1 National Programmes

Lunch	€14.01 (Minimum 4 hours actual training contact time)
Meals for shorter periods	€ 5.24 (Minimum 3 hours actual training contact time)
	€ 2.86 (Less than 3 hours actual training contact time)

2.2.2 Other Courses

In accordance with the Department policies regarding the provision of elective in-service programmes during school time, Centres and/or course organisers are advised to ensure that their in-service programmes do not contravene these policies and to ensure that in so far as is possible all elective in-service is provided outside of school hours. Where an Education Centre and/or course organiser proposes to facilitate local in-service initiatives during school time, they must ensure that specific sanction has been obtained from the Department of Education and Skills for this purpose. In this regard, Centres and/or Course organisers are advised that the maximum allowances as outlined above are not considered to be reckonable charges and allocations approved by the Teacher Education Section to Centres and/or course organisers should not be disbursed for this purpose. Where Centres and/or course organisers propose to facilitate the delivery of Department approved elective in-service programmes during school time and where the maximum meal allowance is applicable, this cost must not be borne by the Centre and/or course organiser without the specific sanction of the Teacher Education Section.

2.3 Subsistence/Overnight-National Programmes

In line with previous guidelines the rates for Subsistence and Overnights for course participants is as follows:

a) €50.25: to cover evening meal, overnight stay, breakfast, lunch and coffee. Where meals are provided by course organisers, the following amounts should be deducted - **€14.01** for dinner, **€14.01** for lunch, tea/coffee

and €5.24 for breakfast. Where accommodation and meals are arranged and paid for by course organisers, only actual costs within the €50.25 limit are payable subject to the limits set out in this paragraph

b) Other courses: An overnight amount of €25.71, including breakfast is payable except for primary teachers attending summer courses for which Extra Personal Vacation is approved. Where accommodation and breakfast are arranged and paid for by course organisers, only actual costs within the €25.71 limit are payable subject to the rates set out in paragraph 2.2.3(a)

The above is payable on the basis that overnight stays only occur where unavoidable.

3. In each of the above cases, these are maximum amounts, which may be claimed by Education Centres, Support Services and/or Course organisers in respect of in-service events/courses. Where the actual costs are less than the maximum amounts indicated, only the costs incurred will be reckonable. Every effort should be made by all course organisers to minimise these reckonable costs. Amounts paid by Education Centres, Support Services and course organisers in excess of these amounts or where advance approval has not been given where specifically sought, will not be claimable from the Department.

4. Invoices, receipts, vouched and checked claims on the approved forms from participants and lecturers should be retained for audit purposes in respect of all of the above.

5 In circumstances where overnight subsistence rates may apply, Education Centres, Support Services and other courses providers must satisfy themselves that the expenses claimed are reasonable and necessarily incurred, having regard to distance travelled, length of working day, road conditions or other mitigating circumstances. It is not reasonable that overnight subsistence claims would be paid on the basis of distance alone.

DISCLAIMER: Please note that these rates only apply to teachers and lecturers who are involved with courses that are provided by National Programmes and Education Centres which are supported and funded by Teacher Education Section of the Department Of Education and Skills. This guideline does not apply to any organisations or bodies outside the remit of the Teacher Education Section. The Teacher Education Section cannot and will not accept responsibility for any travel & subsistence claims made to organisations or bodies outside its remit based on the information contained within this guideline.

General Regulations

All claim forms should be completed legibly and authorised by the designated officer from the Support Service or Education Centre. The times of departure from and return to home/office must be clearly shown.

All claim forms should clearly state the home address and office address of the claimant. It is not sufficient to merely put a Education Centre, Support Service or an outside body.

Private cars should be used only in the following circumstances:

- (a) when there is no suitable public transport available
- (b) where public transport is available only at equal or greater expense.
- (c) where the use of public transport would result in the loss of official time which it is necessary to avoid.

Where a private car is used on official business the engine c.c. of a private car should always be stated on the claim form.

Prior to the use of his/her private car by a claimant on official business a written declaration must be submitted to either the Education Centre or the Support Service that it is insured for the purpose of the Road Traffic Act 1961. The Department, or its support services or the Education Centres will accept no liability for any loss or damage resulting from the use of private cars on official business.

Where feasible, when more than one person is travelling to the same area, arrangements should be made to avoid the unnecessary duplication of the use of person's own cars.

Taxis should only be hired only when no suitable public transport is available. **Receipts must be furnished for all travel by taxi or payment in respect of same will be withheld.**

Toll expenses will only be paid on **production of a receipt.**

Payments of expenses resulting from the use of the port tunnel have not been sanctioned by the Department of Finance and, therefore, are **not payable.**

In the case of a person who uses his/her own car where public transport could have been used, the amount to be allowed for the person's own car in respect of mileage allowance must not exceed the cost of public transport.

Travelling expenses will not be paid in respect of any portion of a journey which covers all or part of a person's **usual route between home and headquarters.**

Where a person makes a claim in respect of a journey made direct from home or returns home direct, the travelling allowance payable will be calculated by reference to the distance from home or workplace, **whichever is the lesser**.

Mileage claims in respect of travel to attend training courses/conferences connected with official business will be paid at the reduced rate when there is no suitable public transport available.

Where meals are supplied to a person at no cost to him/herself the following deductions should be made from the subsistence claim:-

Lunch or Dinner - Deduct a 5 hour rate.

Lunch and Dinner- Deduct a 10 hour rate.

Breakfast - Deduct one half of a 5 hour rate.

The reason for any such deduction should be clearly stated on the claim form.

Travel and subsistence claims should be submitted as soon as possible after journeys are completed.

When driving on official business all course participants, lecturers and secondees to TES funded Support Services and Education Centres should:

- Turn off their mobile phones.
 - Use the voicemail facility so people can leave messages.
 - Stop regularly and return any urgent calls.
 - Ensure they park in a legal and safe place – it is illegal to stop on a motorway unless it is an emergency.
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