



In-Service Courses – Teacher Education Section

EFFECTIVE FROM 5th March 2009

1.1 Lecture fees

In line with Agreed Report No 333/00 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]

1.2 Lecturers' Subsistence Allowances:

10 hour (and over) allowance.....	€33.61
5 hour (and under 10 hour).....	€13.71

1.3 Lecturers Overnight Allowances

Please note also that an overnight payment should be considered only when the distance to the destination is in excess of 80km, except in exceptional circumstances.

Overnight allowance (24 hr period)...**€107.69**

(applies to actual overnight stays where it is essential due to distance, road conditions or other reason to stay overnight.)

1.4 Lecturers' Motor Travel Rates:

The cost of public transport is payable for travel expenses. Where public transport is not available, and the lecturer uses her/his own car, the rate of expenses payable depends on the engine capacity of the car.

With effect from the 20 January 2005, the measurement of speed on Irish roads has been changed from miles per hour to kilometres per hour. The Department of Finance has since 2005 restated the mileage rates in kilometres and henceforth motor mileage is referred to as motor travel rates. The mileage conversion of rates as outlined in tables c) and d) reflects a conversion of current motor travel rates at the ratio 1.609:1 as provided for in the European Communities (Unit of Measurement) (Amendment) Regulations, 2001. (S.I No 283 of 2001)

It is essential that all staff receive the reduced travel payment rate once they exceed 6,437 km/4,000m per annum. Every effort should be made to ensure that lecturers give courses in their own locality in order to keep travel and subsistence costs to a minimum.

a)
Motor Travel Rates per kilometre effective from 5th March 2009

Official Motor Travel in a Calendar Year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 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

b)
Reduced Motor Travel Rates effective from 5th March 2009

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
14.64 cent per km	16.64 cent per km	19.49 cent per km

c)
Motor Travel Rates per mile effective from 5th March 2009

Official Motor Travel in a calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 4,000 miles	62.94 cent per mile	74.42 cent per mile	95.05 cent per mile
4,001 and over	34.13 cent per mile	38.00 cent per mile	45.79 per mile

d)
Reduced Motor Travel Rates Effective from 5th March 2009

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
23.55 cent per mile	26.76 cent per mile	31.36 cent per mile

The rates outlined in above tables a) and c) does not apply to National Programme professional personnel or Education Centre Directors who are attending training – the reduced rates outlined in table b) and d) above apply in such cases. 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.

e)

**Motor Cycle Rates
Effective from 5 March 2009**

Rates from 5 March 2009 Miles	Up to 150	151 -250	251 - 600	601 plus
0 – 4000 miles	23.29 cent	32.34 cent	38.16 cent	46.01 cent
4001 & over miles	15.07 cent	21.42 cent	24.61 cent	28.31 cent

Rates from 5 March 2009 Kilometres	Up to 150	151 – 250	251 – 600	601 plus
0 – 6,437 (km)	14.48 cent	20.10 cent	23.72 cent	28.59 cent
6438 & over (km)	9.37 cent	13.31 cent	15.29 cent	17.60 cent

The regulations relating to the use of private motor cycles which are set out in Department of Finance Circular 11/82 will continue to apply

2. Teachers Travel and Subsistence Allowance Rates

2.1 Travel

In line with Agreed Report No 333/00 the cost of bus or train fares or 16.92 cent per kilometre or 27.22 cent per mile motor rate, 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 5 March 2009

2.2.1 National Programmes

Lunch	€13.71 (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 Science 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 Agreed Report No 333/00 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 - €13.71 for dinner, €13.71 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.

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

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 by Teacher Education Section of the Department Of Education and Science. This circular 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 circular.
