**Travel, Subsistence & Expenses Claim Form for Voluntary Secondary Schools**

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| 1. **School Details**
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| **School Name:**  |
| **School Roll No:**  |

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| 1. **Claimant Details**
 |
| **Name:**  | **Home Address:**  |
| **Position:**  |

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| 1. **Details of Vehicle (if used)**
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| **Make:**  | **Model:**  |
| **Registration no.:**  | **Engine C.C:** |
| **Insurance Co. Name:** | **Electric Vehicle: Yes/No** |

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| 1. **Details of Claim**
 |
| **DATE**  | **JOURNEY** | **TIME OF** | **Mode of Transport** | **KMs Travelled** | **Rate per KM** | **Mileage** **Cost €** | **Subsistence €** |  **Misc. Amounts (attach receipts)** |
| **Purpose** | **From** | **To** | **Destination** | **DEP.**  | **RET.**  |
|   |   |   |  |  |   |   |   |  |  |  |  |  |
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\*Where subsistence is claimed exact time of departure & return must be shown

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| **Summary of Mileage Claim** |
| **Kilometres January to Date (Claimed from all sources/bodies)** |  |
| **Current Claim (In KMs)** |  |
| **Total Kilometres**  |  |

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| 1. **Declaration by Claimant**
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| I declare that:1. The subsistence and other allowances that I claim are correct and in accordance with regulations.
2. The expenses were actually and necessarily incurred by me in relation to school business.
3. I have not claimed, nor will I claim from any Government Department, nor from any other source, the expenses incurred above.
4. My cumulative mileage to date for which I have been paid travelling expenses (including travel claimed herein and from other public bodies) during the current travel year (Jan to Date) \_\_\_\_\_\_\_\_\_\_\_\_.\*
 |
| **Signature (of Claimant):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_** |

\*Note: Cumulative mileage is the total kilometres for which travel expenses have been claimed in the **calendar year to date**. This includes all mileage claimed from any other public or private body.

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| 1. **Approval of Claim**
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| I certify that: 1. The particulars furnished are correct and in accordance with relevant regulations.
2. The journeys were authorised and take due account of the need to reduce travelling to a minimum consistent with efficiency.
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| **Signature (Principal/Chairperson):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_** |

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|  |  |  |  |  | **For Office Use only:** |
| **Mileage Summary** | **KM Rate (as per Civil Service Rates from 01.09.2022)** |  | **No. of KMs** | **Amount Due**  |
| **Engine up to 1200cc** | **Engine between 1201cc to 1500cc** | **Engine 1501cc & over** | **Electric Vehicles** | **Rate applied to current claim** |  |  |
| Up to 1,500 KM | 41.80 cent | 43.40 cent | 51.82 cent | 43.40 cent |  |  |  |
| 1,501 – 5,500 KM | 72.64 cent | 79.18 cent | 90.63 cent | 79.18 cent |  |  |  |
| 5,501 – 25,000 KM  | 31.78 cent | 31.79 cent | 39.22 cent | 31.79 cent |  |  |  |
| 25,001 KM and over | 20.56 cent | 23.85 cent | 25.87 cent | 23.85 cent |  |  |  |
| **Please** [**click here**](https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx) **to check the rates above are in line with the most up to date Civil Service Rates. If there is any difference, please contact the FSSU.**  |  | **Total Mileage** | **€** |

**Hybrid vehicles:** will continue to be recouped at the equivalent

Internal Combustion Engine (ICE) rates and should not be claimed in the EV category.

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| **SUMMARY** | **Amount Due** |
| **Mileage** |  |
| **Subsistence** |  |
| **Misc.** |  |
| **TOTAL DUE** |  |
| **DATE PAID** |  |

***The completed claim form should be kept on the payroll file for a period of seven years.***

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| **Details for Enhanced Reporting Requirements** |
| **Name** |  |
| **PPS number** |  |
| **Employment ID number** |  |
|  | **Amount Due** |
| **Vouched travel** |  |
| **Unvouched travel**  |  |
| **Vouched Subsistence** |  |
| **TOTAL AMOUNT REPORTABLE** |  |
| **DATE TO BE PAID** |  |

*Employment ID number –* [*click here*](https://www.revenue.ie/en/employing-people/becoming-an-employer-and-ongoing-obligations/information-on-payroll-submission/employment-identifier.aspx) *for information on this.*