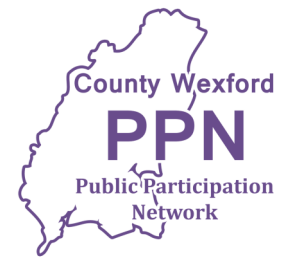


Expenses Policy

Approved by Plenary 2nd October 2018



1. Introduction

This policy is provided to outline the means by which Wexford PPN covers the expenses of Secretariat, Reps and Members representing Wexford PPN. This expense policy has been drafted taking into consideration member feedback at Plenary Meeting of March 2018.

2. Circumstances of Expense

This expense policy is for circumstances where Wexford PPN covers the expense. Expenses for Wexford PPN Representatives attending meetings of Wexford County Council Committees or other Committees where we have a representation, is covered by the Committee requesting the representation from Wexford PPN, and not by Wexford PPN

Wexford PPN will cover the following expenses as standard with no prior approval required;

- PPN Secretariat attendance at Secretariat Meetings, Sub-Committee meetings and Special Secretariat Meetings
- PPN Secretariat & PPN Representatives attendance at Plenary Meetings, District Meetings, & Reps Roundtable events organised by Wexford PPN
- PPN Representative attendance at Linkage Group Meetings.

Expenses outside of these standards need to be pre-approved by the Secretariat.

Circumstances that may require pre-approval are, for example, a member representing Wexford PPN at an external event, attending at agreed external training sessions, conferences, or where a PPN member manages an event on behalf of Wexford PPN (such as a training session commissioned or run by Wexford PPN)

3. Expenses Payable

Wexford PPN has adopted a fixed 'Per Diem' payment rather than travel and subsistence.

This approach has been adopted to allow for maximum participation and social inclusion.

Expenses as follows will apply:

- *Payment of €25 to apply for any meeting within County borders*
- *Outside County up to a distance of 80km €50 payment applies*
- *Outside County for distances of 81km to 160kms €100 payment applies*
- *Outside County for distances over 161+kms €150 payment applies*
The start point for all distance calculations shall be County Hall, Carricklawn
- *If an overnight is required for event (e.g. a two day conference), this will be at the conference hotel rate*

- *If travel exceeds 160km and an overnight is required due to distance to attend this will be up to a max of €100 and will be pre-agreed based on accommodation.*

In the event of back to back meetings at the same location only one payment will apply. However, if two meetings in the same day but with different locations and a break more than two hours between meetings a payment will apply for both meetings.

4. Expenses Payment

Payments agreed for attendances at conference and events will be subject to provision of a report suitable for dissemination to Wexford PPN members. This is to ensure that support of members attending events on behalf of Wexford PPN benefits all members. Where such a report is a criteria for attendance the expense will not be paid until such a report is received.

Expenses should be claimed after the event. It is the responsibility of the member to claim expenses owing. Where possible, expenses should be claimed quarterly and must be provided on the expense claim form and send for attention of the PPN Support Officer, County Hall, Carricklawn, Wexford.

5. Ratification

As with all policies and procedures which are developed for Wexford PPN, this Expenses Policy will need to be ratified by the Plenary.