

South Dublin County PPNN Rep Travel & Subsistence Policy

In general, any reasonable expenses arising for a South Dublin County Public Participation Network Representative on a Decision-Making Committee (SPCs, LCDC JPC and the Secretariat) shall be met by SDC PPN.

Key Principle

- Expenses are only reimbursed where:
 - You are attending as part of a defined PPN role
 - Or
 - You have received approval in advance

When Expenses Are Covered

- Expenses are covered when your attendance is required as part of your role, including:
 - SPC meetings as a PPN Representative
 - Linkage Group meetings as part of your representative role
 - Secretariat meetings
 - Plenary meetings only where you are required to attend in a specific role (for example, reporting, presenting or facilitating)

When Expenses Are Not Covered

- Expenses are not covered where you are:
 - Attending Plenary as a general member
 - Attending events or meetings in a personal or organisational capacity
 - Attending activities not linked to your defined PPN role

When You Must Get Approval

- You must get approval before spending money on:
 - Training or conferences
 - Events not organised by the PPN
 - Travel outside South Dublin County

- Taxis, accommodation or higher-cost items
- Any activity not clearly part of your role

If you are unsure, check in advance

What You Can Claim

- Travel (public transport or mileage)
- Parking and tolls where necessary
- Approved training or event costs
- Approved accessibility or participation supports

What You Cannot Claim

- Loss of earnings or payment for your time
- Fines or penalties
- Personal expenses
- Costs covered by another organisation

How to Claim

- Complete the official expense claim form
- Attach receipts
- Submit on a quarterly basis

Important

- Claims must be submitted within the same calendar year
- All claims may be reviewed or audited
- Payments are processed through the host organisation

When in doubt Check with the PPN Coordinator before spending.