**Cuala Policy -** Staff Travel Claims

**Scope**

The Staff Travel Claims process is intended to reimburse staff for any costs necessarily incurred in relation to travel.

It is not an alternative procurement method for equipment, materials, or any other supplies.

**Processing Travel Claims**

All expense claims (with supporting documentation) should be routed through the staff members manager for approval.

It is essential for the efficient monitoring and control of club travel expenditure that expense claims are submitted within the allowed time frame – within 1 month of the travel date claimed.

Once approved, payment will be made directly into the employee’s Bank account

This form should be used to record and submit all mileage claims <https://cualagaa.ie/staff-travel-claim-form/>

Cuala GAA milage rates are based on public service rates:

|  |  |  |  |
| --- | --- | --- | --- |
| **Distance band** | **Engine capacity up to 1200cc** | **Engine capacity 1201cc - 1500cc** | **Engine capacity 1501cc and over** |
| Up to 1,500 km(Band 1) | 41.80 cent | 43.40 cent | 51.82 cent |
| 1,501 - 5,500 km(Band 2) | 72.64 cent | 79.18 cent | 90.63 cent |
| 5,501 - 25,000 km(Band 3) | 31.78 cent | 31.79 cent | 39.22 cent |
| 25,001 km and over(Band 4) | 20.56 cent | 23.85 cent | 25.87 cent |

**Car Insurance**

By claiming mileage, you are acknowledging that you have the express permission of your manager to claim same, and also that you have the appropriate motor insurance in place with your own insurance provider to cover such work-related journeys.

Cuala GAA will not accept liability for any loss or damage resulting from the use of your motor vehicle on official club business. Cuala GAA require a letter of indemnity from the insurance company as a matter of record.

**Place of Work (Base)**

For the purposes of milage claims the following will apply:

**Hyde Road Base**

* 1. All activities associated with delivery of the Cuala Schools Program
* 2. Pitch marking of Hyde Park, St Laurences and Meadowvale

**Thomastown Base**

1. This will apply to the pitch marking of Thomastown and Shankill pitches

Mileage will not be paid for the portion of the journey that covers all or part of the usual route between home and place of work (the base assigned).

Coiste Approved (Date): \_\_\_\_09 Oct 2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_