

All enquiries should be directed to: The TPN Administrator, Blackrock Education Centre, Kill Ave., Dun Laoghaire, Co. Dublin. Tel: (01) 236 5000 Fax: (01) 236 5050 Email: tpn@blackrockec.ie
www.tpnetwork.ie

1. Introduction:

The Teacher Education Section (TES) of the Department of Education and Skills (DES) has developed a scheme to provide supplementary funding to support the work of teacher professional networks generally, including those focusing on subjects and specific programmes. The scheme is now in its 7th year.

2. Objectives: To provide funding in a manner which:

- is coherent, equitable and transparent
- is consistent with national and DES priorities
- supports the continuous professional development of teachers
- complements the continuous professional development work of national programmes, support services, Education Centres and third level colleges
- supports capacity building in the system
- fosters a partnership approach
- reflects levels of planned relevant activities

3. Management of the scheme:

The scheme is centrally managed by a representative Steering Committee. The committee comprises representatives of TES, management and inspectorate; The Professional Development Service for Teachers (PDST); The Subject Association Representative Group (SARG), The Association of Teachers'/Education Centres of Ireland (ATECI) and Blackrock Education Centre (BEC). BEC provides administrative support to the Steering Committee and to the scheme.

4. Registration Form (TPN 2):

An official register of teacher professional networks has been established. These networks include existing subject associations and new networks. Where a subject or subject area is currently represented by a number of associations, these must come together to register as a network.

A new network must register with the scheme's administrator using TPN 2. An email will be sent to existing networks requesting them to update their contact details.

Each TPN nominates an Education Centre for the purposes of this scheme. The nominated Education Centre will:

- receive approved grants allocated to the TPN
- manage the lodgement and drawdown of funds
- process claims presented by
 - the National Executive
 - payment directly to creditors (to be agreed with nominated Education Centre in advance)
- maintain financial records for audit purposes.

Where a network agrees that its branches will not be required to handle funds in relation to activities it may decide to request the nominated Education Centre to retain the funds. In this instance a branch will not be required to open a bank account and will simply return a signed claim for payment, which has been approved by the National Executive, to the nominated Education Centre.

5. Identification and allocation of overall sum available to a given network:

Funding is centrally allocated by the Steering Committee and administered by Blackrock Education Centre.

The overall sum available to support the work of any particular network is determined by the Steering Committee in accordance with the objectives of the scheme, numbers of students taking a particular subject at Junior and Senior Cycle level and numbers of teachers involved.

Based on the above criteria, funding is made available to a network at one of three levels: 1, 2 or 3:

Grant for Activities		
Level 1	Level 2	Level 3
€3,750	€7,500	€15,000

6. Appeals in relation to the available funding:

Appeals may be made to the Steering Committee in regard to the overall amount of funding available. These appeals must be made in writing and within two weeks of notification of the sum involved.

7. Determination of actual sum to be made payable to a network:

Funding is made available to a network on receipt of proposals for activities. These proposals are made using TPN 4 (Branch Proposal Form) and 5 (National Network Composite Proposal Form).

Local branches must complete and return an application form (TPN 4) to the relevant National Executive to facilitate the submission of one composite application (TPN 5). The composite application (TPN5) should provide a list of all planned activities, coded, in chronological order, and be accompanied by a copy of each branch proposal (TPN4). Please note that a maximum of 50% of the grant for activities can be allocated to conference expenses.

The following criteria will be used to determine the overall amount available to support the activities of a particular network:

- Capacity of the activities to offer curriculum/programme/network support
- Level of response to national and DES priorities



- Extent to which the activities support the development and maintenance of links with other relevant national agencies, support services and educational institutions. **TPNs are encouraged to consult with the relevant support services and local Education Centres in preparing their proposals.**
- Capacity of the activities to support innovation in the system
- Extent of research focus involved
- Extent to which the activities concerned support capacity building in the system
- Anticipated levels of participation

The National Executive will be required to notify its constituent branches and the nominated Education Centre of the overall amount available to the network and to a particular branch. Branches will then organise their planned activities in the light of this figure and return signed claims (TPN3) to the nominated Education Centre on an ongoing basis. The total amount claimed must not exceed the amount available. The nominated Education Centre will then pay the amount in question to the bank account of the local branch where that exists. Alternatively the Education Centre may be requested to pay the claims directly (see paragraph 4).

8. Support for National Executives:

It is accepted that National Executives incur certain administrative/development costs. These costs might include items such as:

- the production of an e-letter
- the creation of a website
- maintenance of a website
- the acquisition or production of relevant resources
- support for the professional development of the National Executive itself
- meeting expenses
- communication expenses
- liaison with other TPNs.

National Executives are expected to complete a proposal form (TPN 6) outlining anticipated costs in this area. This form should be returned to the TPN Administrator, for the attention of the Steering Committee, by the agreed deadline.

Claims in relation to these costs should be made on an ongoing basis on the appropriate form (TPN 7) and should be supported by invoice/receipt. The budget for this aspect of support is set at a maximum of 50% of the overall amount available to a particular network with a minimum figure of €3,750 available to the smaller TPNs. Proposals and claims must not exceed this National Executive support figure. T&S claims for National Executives must not exceed 40% of total allocation.

National Executive Grant		
Level 1	Level 2	Level 3
€3,750	€3,750	€7,500

9. Services available from Education Centres to support the work of networks:

In addition to acting as the nominated centre for a given TPN, the network of Education Centres generally can provide meeting rooms and Centre facilities locally on request. The following charges will apply:



Centres will

- a. provide meeting rooms free of charge, when these are available, and during normal opening hours
- b. charge €60 for a night opening and €150 for a Saturday opening
- c. charge 5c for black & white A4 photocopying; additional charges will apply for stationery (envelopes, labels etc)

TPNs are requested to clarify the cost of staff time (e.g. mailshots) with Centres in advance. This also applies to the hire of specialist equipment or services (e.g. software installation).

10. Conditions and Quality Assurance:

As these funds come from public monies, activities supported/funded under the scheme must be **‘open’ to all relevant teachers**. Each local branch, in association with the local Education Centre, will therefore be required to notify **all schools** in its catchments area of the planned activity.

An attendance register must be maintained and included with any claim as relevant.

Financial records are maintained by the nominated Education Centres concerned. Local branches of a network may open a bank account (if they do not already have one). They are obliged to submit invoices and receipts, coded according to proposal, in support of any claims made by them. National Executives and branches should maintain and retain all relevant records as these could be subject to audit and examination if required.

If an event requires the payment of lecturer fees or expenses in respect of travel and/or subsistence of participants/lecturers, DES guidelines for such payments will apply in all cases. To comply with Revenue regulations Education Centres are obliged to pay lecturer claims directly; the appropriate deductions will be made at source. Please refer to Appendix 1 in this regard. For claim forms to be used by either lecturers or participants please see Appendices 2 and 3. Your attention is drawn to public service regulations on T&S; in particular please note that the mileage rate reduces after 6437 Kms. Individuals should note that this figure is cumulative and aggregated across all publicly funded activities.

No funding for foreign travel is to be sanctioned for 2011/12. With regards to lecturers coming from abroad their participation must be sanctioned beforehand by the TPN Steering Committee in order to refund TPNs for their expenses.

It is strongly recommended that all events be evaluated and that evaluation forms be retained by the National Executive or local branch of the network as appropriate.

Events/activities will be open to Inspectors of the DES and to TES personnel.



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Email: tpn@blackrockec.ie www.tpnetwork.ie

To be returned to: The TPN Administrator, Blackrock Education Centre, Kill Ave., Dun Laoghaire, Co. Dublin. Tel: (01) 236 5000 Fax: (01) 236 5050 Email: tpn@blackrockec.ie

NATIONAL TPN

It is now required of all TPNs requesting funding for 2011/12 to include with this registration form a copy of its Constitution, a current list of its Executive and the date when the last AGM was held. Failure to provide this information as requested will lead to an inevitable delay in considering your application for funding.

Network initials		Network full name		
Member of SARG? (Y/N)		Subject/ Programme		
Total members as per 10/11		Website address		
Number of Branches		Nominated Education Centre		
No of members in the Exec.		No of meetings to be held by National Executive in 11/12 (approximate)		
Members' list attached (Y/N)		Constitution attached (Y/N)	Date of last AGM held	
Chairperson		Secretary		Treasurer
Name				
Email				
Contact person for Steering Committee TPN (Continuous Professional Development Coordinator)				
Address				
Telephone				
Mobile				
Fax				
Email				

NOTE: This contact information will be made available on request to Education Centres, interested teachers and the Department of Education and Skills.

This form should be returned to your National Executive. Once approved **and signed**, it should be returned directly to the nominated Education Centre to recoup costs. Please remember to include invoices and receipts.

TPN initials				Nominated Education Centre			
Branch							
Type of Meeting (tick ✓)		<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National	Theme of meeting				
			Reference Number in proposal* (TPN5)				
Category see list 1		Mode see list 2		Date held			
Other organisations involved				Venue			
				Total No. of participants		Male	Female

*** In order to comply with TES regulations all claims must be referenced to an item approved in TPN5.**

Category of meeting – List 1

1. AGM
2. Examination review meeting
3. Guest lecture/speaker
4. Element/module of a course
5. Seminar – weekend
6. Seminar – weekday
7. National conference
8. Summer school
9. Resource development
10. Presentation/display of resources
11. Workshop
12. Peer lecture/presentation
13. Action research group
14. Monthly meeting/regular meeting
15. ICT training
16. Other – please specify

Mode of delivery – List 2:

- M1. On-line(forum; discussion group; 'static')
- M2. Video conference
- M3. Lecture/Presentation
- M4. Practical demonstration
- M5. Field trip
- M6. Master class
- M7. Reading/Recital/Performance
- M8. Discussion
- M9. Workshop
- M10. Activity-based
- M11. Other – please specify

NOTES

- A branch should send its claims to the TPN Coordinator of the National Executive for approval before returning them to the nominated Education Centre to seek payment. **UNSIGNED FORMS WILL NOT BE ACCEPTED.**
- Invoices/receipts for ALL claimed items must be presented.
- Claims should be made on an ongoing basis. **Final deadline for claims on 2011/12 funding is 30th September 2012.**

TPN (initials): 	Date:
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VENUE COSTS			Approved by EC
<i>Tick ✓ if receipt attached</i>	Details	Amount	
Room Rental	<input type="checkbox"/>		
Catering	<input type="checkbox"/>		
Equipment rental	<input type="checkbox"/>		
Other (specify)	<input type="checkbox"/>		
		Subtotal Venue Costs	

ADMINISTRATION COSTS			Approved by EC
<i>Tick ✓ if receipt attached</i>	Details	Amount	
Postage	<input type="checkbox"/>		
Printing/Photocopying	<input type="checkbox"/>		
Stationery	<input type="checkbox"/>		
Other (please specify)	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
		Subtotal Administration Costs	

PARTICIPANTS COSTS			Approved by EC
<i>Tick ✓ if claims attached</i>	Details	Amount	
Travel	<input type="checkbox"/>		
Subsistence	<input type="checkbox"/>		
		Subtotal Participants Costs	

LECTURER COSTS: No TPN is to pay lecturer fees directly, as Tax and PRSI must be deducted from the payment. In order to facilitate this all lecturer fee claims are to be paid by nominated Education Centre. A TPN may choose to pay any T&S element of a claim directly to the lecturer, and it must be clearly stated on the claim form that T&S has already been paid. The original claim must be submitted.

Name(s) of lecturer(s)

<i>Tick ✓ if claims attached</i>			
Fees	<input type="checkbox"/> Claim(s) attached	Total Number of hours	
Travel & Subsistence	<input type="checkbox"/> To be paid directly to lecturer(s) OR <input type="checkbox"/> To be refunded to TPN		
		Subtotal Lecturer Costs	

	For Branch	For National Executive
Name		
Position		
Signature		
Date		

NOTES: *UNSIGNED FORMS WILL NOT BE ACCEPTED*

FOR OFFICE USE ONLY		
Company Name:	Amount for venue costs	
Department Code:	Amount for administration costs	
Checked by:	Amount for participants costs	
Passed for Payment:	SUBTOTAL	
Authorised by:	If Lecturers' T&S to be refunded to TPN add	
Cheque No: Date:	TOTAL	



2011/12

TPN4 - BRANCH PROPOSAL FORM

ALL ENQUIRIES SHOULD BE DIRECTED TO:

The TPN Administrator, Blackrock Education Centre, Kill Ave, Dun Laoghaire, Co. Dublin
Tel: (01) 236 5000 Fax: (01) 236 5050 Email: tpn@blackrockec.ie www.tpnetwork.ie

To be completed by a branch of the TPN and sent to the Secretary of the National Executive concerned or to the nominated CPD Coordinator. Please use these codes to complete the following table:

TPN initials	<u>Category of meeting – List 1</u> C1. AGM C2. Examination review meeting C3. Guest lecture/speaker C4. Element/module of a course C5. Seminar – weekend C6. Seminar – weekday C7. National conference C8. Summer school C9. Resource development C10. Presentation/display of resources C11. Workshop C12. Peer lecture/presentation C13. Action research group C14. Monthly meeting/regular meeting C15. ICT training C16. Other – please specify	<u>Mode of delivery – List 2:</u> M1. On-line(forum; discussion group; 'static') M2. Video conference M3. Lecture/Presentation M4. Practical demonstration M5. Field trip M6. Master class M7. Reading/Recital/Performance M8. Discussion M9. Workshop M10. Activity-based M11. Other – please specify
Branch		
Total members as per 10/11		

FUNDING PROPOSAL SUMMARY DETAILS

(Please complete in chronological order according to the date of activity planned)

Date	Category of meeting (list 1)	Mode of delivery (list 2)
REFERENCE Number (to be used again in claim)	A1	Topic
<u>Estimated No. of Participants</u>		Purpose/objective of activity
<u>Other organisations/ Support Services involved</u>		
<u>Education Centre(s) involved</u>		
<u>Estimated Cost</u>		
REFERENCE Number (to be used again in claim)	A2	Topic
<u>Estimated No. of Participants</u>		Purpose/objective of activity
<u>Other organisations/ Support Services involved</u>		
<u>Education Centre(s) involved</u>		
<u>Estimated Cost</u>		
REFERENCE Number (to be used again in claim)	A3	Topic
<u>Estimated No. of Participants</u>		Purpose/objective of activity
<u>Other organisations/ Support Services involved</u>		
<u>Education Centre(s) involved</u>		
<u>Estimated Cost</u>		
SUBTOTAL (page 1)		



2011/12

TPN initials
Branch

Date	Category of meeting (list 1)	Mode of delivery (list 2)
REFERENCE Number (to be used again in claim)	A4	Topic
<u>Estimated No. of Participants</u>		Purpose/objective of activity
<u>Other organisations/ Support Services involved</u>		
<u>Education Centre(s) involved</u>		
<u>Estimated Cost</u>		
REFERENCE Number (to be used again in claim)	A5	Topic
<u>Estimated No. of Participants</u>		Purpose/objective of activity
<u>Other organisations/ Support Services involved</u>		
<u>Education Centre(s) involved</u>		
<u>Estimated Cost</u>		
REFERENCE Number (to be used again in claim)	A6	Topic
<u>Estimated No. of Participants</u>		Purpose/objective of activity
<u>Other organisations/ Support Services involved</u>		
<u>Education Centre(s) involved</u>		
<u>Estimated Cost</u>		
SUBTOTAL (page 2)		
GRANDTOTAL		

Signed: _____ Position: _____ Date: _____

Please note that this form must be signed by either the Chairperson, Treasurer, Secretary or CPD Coordinator.

NOTES

- **Activities claimed for in TPN3 will have to be referenced to the original proposal.**
- **It might be helpful to discuss your proposals with the Director of your local Education Centre**
- Please provide as much information as possible; your TPN will be required to submit this proposal form to the Steering Committee. A proposed programme will be required when requesting support for a conference.



2011/12

TPN6-NATIONAL EXECUTIVE ADMINISTRATION COSTS PROPOSAL FORM

ALL ENQUIRIES SHOULD BE DIRECTED TO: The TPN Administrator, Blackrock Education Centre, Kill Ave, Dun Laoghaire, Co. Dublin,
Tel: (01) 236 5000 Fax: (01) 236 5050, Email: tpn@blackrockec.ie www.tpnetwork.ie

To be completed by the National Executive of a Network and sent to the TPN Administrator to arrive no later than 30th of September; late applications will be accepted until 31st October. **No applications will be accepted after these deadlines.**

TPN Initials	Nominated Ed Centre	Level of funding (max. €3,750 for Levels 1&2, €7,500 for level 3)		
Item - Maximum entitlement		Estimated Cost	Approved	Claimed (for Ed Centre use only)
T&S for members of Executive - max. 40% of total granted. Number of members Number of meetings				
Telephone/broadband expenses: Max. €15 per member per month, max. €180 per member or max. €1,500 per National Executive.				
Creation of website: Max. €2,000 (3 quotes must be presented).				
Website maintenance: Max. €100 per month (invoice must be submitted).				
TOTAL				

Other typical items: software, memory keys, portable hard drives, external membership for other organizations, executive training, bank charges, insurance, postage, printer cartridges, etc.

Signed:

For TPN: Position: Date: For Education Centre: Position: Date:

NOTES

➤ This form will not be accepted without the signature of the Director of the nominated Education Centre. **Always consult with the Director of your nominated Education Centre and with the appropriate PDST personnel (i.e. regional or national coordinator) in formulating your proposal.**

Received on _____ Approved by Steering Committee on _____





2011/12

TPN7 - NATIONAL EXECUTIVE ADMINISTRATION COSTS CLAIM FORM

ALL ENQUIRIES SHOULD BE DIRECTED TO:
 The TPN Administrator, Blackrock Education Centre, Kill Ave, Dun Laoghaire, Co. Dublin
 Tel: (01) 236 5000 Fax: (01) 236 5050
 Email: tpn@blackrockec.ie www.tpnetwork.ie

These claims should be returned to the Director of the nominated Education Centre on an ongoing basis; final date for receipt of claims for 2011/12 is **30th September 2012**.

<u>TPN</u> <u>Initials</u>		Nominated Ed Centre	
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Costs incurred

<u>Item</u>	<u>Claimed</u>	<u>Approved</u>
Total		

Signed (1): _____ Position: _____ Date: _____

Signed (2): _____ Position: _____ Date: _____

Please note that this form must be signed by either the Chairperson, Treasurer, Secretary or CPD Coordinator.

FOR OFFICE USE ONLY	
Company Name:	
Department Code:	
Checked by:	
Passed for payment:	
Authorised by:	
Cheque No:	Date:



Helpful Hints

2011-2012

Please find below some hints to facilitate the completion of TPN forms for the academic year 2011/12.

TPN Calendar	
TPN4 – Branch proposals	To be agreed by the National Executive Committee of each TPN
TPN5– Activities proposals TPN6- National Executive Administration Expenses	30 th September 2011 for first round of proposals 31 st October 2011 for second round of proposals
TPN 4 – Activities claims	30 th September 2012; ongoing claims can be made as soon as an activity happens.
TPN7 – National Executive claims	30 th September 2012; ongoing claims can be made as soon as an expense has been incurred.

Check the level of funding for your TPN:

2011/12	Maximum grant for Activities	Maximum grant for National Executive Administration Costs
Level 1	€3,750	€3,750
Level 2	€7,500	€3,750
Level 3	€15,000	€7,500

FUNDING FOR CONFERENCES IS LIMITED TO 50% OF YOUR ACTIVITIES GRANT. It will affect your TPN5 as follows:

2011/12	Maximum grant for Activities	Maximum amount that can be allocated to a Conference
Level 1	€3,750	€1,875
Level 2	€7,500	€3,750
Level 3	€15,000	€7,500

Maximum allocation amounts have been agreed for some National Executive administration costs. These are as follows:

- Ⓜ T&S for members of Executive: Maximum 40% of total granted. Please specify number of members and number of meetings.
- Ⓜ Telephone/broadband expenses: Maximum €15 per member per month; maximum €180 per member per annum, or maximum €1,500 total for TPN.
- Ⓜ Creation of website: Maximum €2,000 – 3 quotes must be presented.
- Ⓜ Website maintenance: Maximum €100 per month (invoice must be submitted).

In order to facilitate the process of examining the proposals, both for activities and administration costs, please adhere to the following guidelines:

- Present a realistic estimate of expenses based on grant levels and maximum limits of funding.
- A reference number is required for activities proposed; claims made will have to be referenced to the original proposal using this reference number.
- Keep an attendance register for all activities and include it with your claim.
- Do not run activities for fewer than 10 participants; this does not apply to meetings of the Executive Committee.
- Provide as much information as possible when presenting a proposal for a conference; no proposals will be considered without such information and it will delay the process of approval of grant. Please note that conferences should be held outside of the school week.
- **Lecturers must be paid by the nominated Education Centre** in order to deduct the appropriate taxes. Vouchers ‘in lieu’ of payment may not be claimed for; neither can items such as flowers, wine or promotional bags.
- Participation of lecturers coming from abroad must be sanctioned in advance.
- No forms, whether proposals or claims, will be accepted without the appropriate signatures, especially those requiring the signature of the **Director of the nominated Education Centre**.
- When preparing a claim please bear in mind your costs as estimated; while some flexibility will be allowed, costs claimed should be consistent with costs estimated.
- Copies of branch proposal forms must be included with the composite proposal form (TPN5). The TPN Coordinator should have all the information relating to the activities of branches in case the Steering Committee requires more information.
- All printing is discouraged; instead website facilities should be developed in order to facilitate communication and the distribution of materials.

Always consult with the Director of your nominated Education Centre and with the appropriate PDST personnel (i.e. regional or national coordinator) in formulating your proposal.

*An Roinn Oideachais agus Eolaíochta,
Rannóg Oideachais Múinteoirí,
Cor Na Madadh,
Ath Luain,
Co Iar Mhí.*



*Department of Education and Science,
Teacher Education Section,
Cornamaddy,
Athlone,
Co Westmeath.*

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.

TPN LECTURER'S CLAIM FORM FOR EXPENSES/FEEES - Appendix 2

This form must be approved by TPN organiser and returned to its Nominated Ed Centre



All sections must be filled in BLOCK CAPITALS

TPN Organiser: _____

Branch: _____ Ref in TPN5: _____

TPN Event: _____

Venue: _____

Name (of claimant): _____

Date of Event: _____

Home Address/Tel: _____

Base/Home address/Tel: _____

If private car used, please state (a) Make, model and registration No.: _____

Engine Capacity/cc	
Rate per Kilometre	

If public transport was not used please state the reason/s: _____

Date	Time of Dep	Time of Return	Itinerary		Distance in Kilometres	Travelling Euro	Subsistence Euro	Deduction for Meals Provided	No. of Lecturing Hours	Lecturer Fee (if any) Euro	Misc Euro	Details of Misc (Attach Receipts)
			From	To								
PPS NO					Total							

PPS NO

PRSI CLASS:

(Failure to supply PPS Number and PRSI Category will result in delay in fee payment)

For Office Use Only

I certify that (a) the expenses charged have been actually and necessarily disbursed in relation to the above courses; (b) the particulars furnished herein are in all respects true; (c) no claim in respect of the same period has or will be made elsewhere; (d) I have applied the reduced rate for travel in excess of 6,437 km. in the current year for the cumulative distance travelled in respect of all exchequer funded services; (e) I am aware that the State will accept no liability in respect of any loss, injury or damage of any description resulting from my use of a private motor vehicle on official business whether the risk is or is not covered by the policy of insurance; and (f) the subsistence and other allowances that I claim are correct according to the relevant regulations.

Company Name:	Gross Taxable:	Other:
Department Code:	PAYE:	
Checked by:	PRSI Employee:	
Passed for payment:	NET Paid:	
Authorised by:	Employer PRSI:	
Cheque No:	Date:	Total Charge:

Signature: _____ (Claimant) Date: _____

Approved by TPN: Name _____ Position _____

Date _____

TPN CLAIM FOR ALLOWANCES IN RESPECT OF ATTENDANCE AT:

If filled by hand please use CAPITALS

TPN event name			
TPN initials		Venue	
Course Date(s)		Course Times	
Participant's Name			
SCHOOL NAME & ADDRESS		HOME ADDRESS	
		EMAIL:	

Travel regulations: Participants are entitled to a refund of the cost of bus or train fares. Travel allowances will be in respect of travel from home or school, **whichever is nearer to the course venue** – please supply both addresses above. **Kilometre** allowance may not be paid in respect of claimants who have travelled less than **16 Kilometres** (single journey) to the course and **only where public transport is not available**. The rate for Teachers' Travel Allowance is 16.92 cents per Kilometre.

	Bus/Train Fare	From Where	To Where	KILOMETRES travelled if own car used
Journey to Course centre				
Journey from Course centre				
Total Kilometres travelled per day				

If public transport was not used please state the reason/s:

If an overnight stay was required TES rates will apply. Please indicate the number of nights involved

Certificate:

I certify that (a) I was in full-time attendance at this course and that all the information given here is true; (b) the expenses charged have been actually and necessarily disbursed in relation to the above courses; (c) the particulars furnished herein are in all respects true; (d) no claim in respect of the same period has or will be made elsewhere; (e) I am aware that the state will accept no liability in respect of any loss, injury or damage of any description resulting from my use of a private motor vehicle whether the risk is or is not covered by the policy of insurance; and (f) the subsistence and other allowances that I claim are correct according to the relevant regulations.

Signed: _____ Claimant

Date: _____

Approved by _____ Tutor/Treasurer/Coordinator

Date: _____

Please return to the appropriate coordinator

Company Name:	Amount for travel	
Department Code:	Amount for overnight	
Checked by:	Amount for Subsistence	
Passed for Payment:	TOTAL	
Authorised by:	Ref in TPN5:	
Cheque No: Date:		