



Volunteers

Volunteers of Irish Water Safety shall adhere to the following policy for Travel & Subsistence as approved by the Department of Public Expenditure and Reform (DPER).

EXAMINERS

Irish Water Safety approves rates as sanctioned by the Department Public Expenditure and Reform (DPER) per Kilometre for Examiners travelling on the business of the Council. (Where public transport is available and suitable it should be used)

Subsistence Subsistence rates are as follows: Over 5 hours €13.71 Over 10 hours €33.61 as sanctioned by DPER.

INSTRUCTORS

Travel Refund of the cost of petrol or cost of public transport Subsistence Summer Water Safety Weeks €72.00 per day plus travel. Travel can be paid by Kilometre rate as sanctioned by DPER, petrol money only or public transportation as each Water Safety Area Committee decides as its own discretion.

Winter Rates: At the discretion of the Water Safety Area Committee

Subsistence rate for **Trainee Instructor** for Summer Water Safety Weeks

Entitled to daily rate of €20.00 provided that the Trainee is registered with IWS and the Water Safety Area Committee as a Trainee Instructor and is working under the supervision of a qualified, full Instructor.

Rules for volunteers when claiming Travel and Subsistence:

1. T & S claims must be sent in within six weeks of the expense being incurred. Sending in forms annually or bi-annually is not adequate.
2. T & S forms must be completed full and correctly, to include distance, hours absent, locations, signature, whether a meal has been provided to you. Tolls and parking should be put into the Travel section on the front on the form next to the relevant journey complete with receipts.
3. T & S forms must be signed. Please compute the total cost of each journey you have made in the highlighted box.
4. If you have travelled to a meeting or course where the meal was provided then subsistence cannot be claimed unless your travel time was an additional five hours.
5. Council members on Council business only will receive the 'Normal' rate of subsistence (Public Service rate). All other subsistence is at the 'Reduced' rate (IWS Rate).
7. If you are claiming for travel related to performing a Risk Assessment you are to submit your claim to the relevant Local Authority at their rates.
8. Any queries can be directed to the Office Manager at HQ

In accordance with Paragraph 17 (2) of the IWS Establishment order:

Travelling and subsistence allowances may be paid out of funds at the disposal of the Body to such persons or classes of persons and in accordance with such scales and in such circumstances as may from time to time be approved by the Minister for Finance.