



WSI Travel & Subsistence Procedure for Volunteers

- 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.** Please ensure that your forms are sent in within six weeks of any travel.
- T & S forms must be fully completed by the applicant. Your WSAC Treasurer can help you with completion of the form.
- T & S forms **must be signed** and **the engine size included**.
- Column 5 is your distance in KM. Column 8 is the cost of the KM in Euro. Please do not insert the distance in this column. Multiply the distance by the appropriate band rate and insert the cost in Euro next to "KM €".
- If you have travelled to a meeting or course where a meal was provided, then subsistence cannot be claimed unless your travel time was an additional five hours.
- Rates are in KILOMETRES.
- You must keep track of your total distance travelled so you know when to move to the next Band rate.
- Travel and subsistence rates are based on Civil Service rates. Please see <https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx> for current rates. (Rates are subject to change)
- **Subsistence can only be paid for trips that:**
 - are necessary trips away from your base
 - are at least 8 kilometres away from your home or base
 - the length of time you will be away is at least 5 hours
- A **night allowance** may be paid if you must spend a night away at a location at least 100 kilometres away from your home. The night allowance covers a period up to 24 hours from the time of departure.

07/07/2025 A ELSTONE