



**Code:** QA303

**Title:** Policy on use of own transport by Employees or Authorised Contractors in conduct of University Business.

**Date:** 16<sup>th</sup> June 2020

**Approved:** Údarás na hOllscoille 25<sup>th</sup> June 2020

## 1.0 Purpose

To describe the basis on which employees and authorised contractors may use their own private transport, when travelling on University business.

## 2.0 Description

2.1 Claimants may use their own transport on University business only when:

- a) No suitable public transport is available to transport the claimant and their baggage.
- b) Public transport is available only at equal or greater expense.
- c) The use of public transport would result in the loss of official time which it is necessary to avoid.

Use of own transport must be documented and justified on expense claims

2.2 Where more than one such individual is travelling to the same area, arrangements should, where feasible, be made to avoid the unnecessary use of two or more cars.

2.3 **Insurance:** Claimants are responsible for ensuring that they have adequate business motor insurance in place which indemnifies the University against all claims arising, while using private transport, on University business. By claiming reimbursement via the University's computer systems, claimants confirm that they have such adequate insurance in place. The University cannot accept liability for any loss or damage resulting from the use of privately-owned transport on University business.

2.4 **Reimbursement Rates:** motor travel will be reimbursed at the rates set out in this policy. On an exceptional basis, a UMT member may permit motor travel claims in accordance with governmental current circulars subject to any such exception being agreed and documented in advance.

2.5 **Public transport:** Where claimants choose to use their own transport in circumstances where public transport could reasonably have been used, the amount reimbursed in respect of travel claims will be restricted to the cost which would have been incurred had public transport been used (including that of passengers whose travelling expenses would be payable by the University). Travel between Galway and Dublin should normally be by public transport.

2.6 **Journeys Covered:** Travelling expenses will not be paid in respect of any portion of a journey which covers all or part of the claimant's usual route between home and normal place of work. Where a claimant travels direct from home or returns home direct, the travelling allowance payable will be calculated by reference to the distance from home or normal place of work, whichever is the lesser.

2.7 **Authorisation & Responsibilities:** Authorisation and responsibility is governed by policy QA302.

## 3.0 Related Documents

Policy for claiming, reimbursing, and paying, university business related Domestic and Foreign Travel & Subsistence costs - for University Staff – QA302

Policy on Travel & Subsistence for visitors/contractors – QA304

Ownership of this policy rests with the Director of Financial Accounting.

#### **4.0 University Motor travel Rates**

In 2013 the UMT, as part of a cost containing measure, agreed to reduce the motor travel rate to the lowest civil service rate applicable regardless of engine size in accordance with circular 07/2009.

On 16<sup>th</sup> June 2020 UMT agreed to amend the motor travel rates to the lowest civil service rate applicable in accordance with the current circular<sup>1</sup> regardless of engine size. The distance band 1 rate will apply to a threshold of 5,500, thereafter the distance band 4 rate will apply.

The motor travel year for applying the above threshold is the calendar year to 31<sup>st</sup> December irrespective of the date of first claim. For new employees/first time claimants, it commences on the date on which the employee or authorised contractor first uses his/her private motor car on University business, to the following 31<sup>st</sup> December. Thereafter, the motor travel year is based on the calendar year.

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<sup>1</sup> Circular 05/2017 as at 16<sup>th</sup> June 2020