



TRAVEL AND EXPENSES POLICY

APPENDIX – IRELAND

FUEL REIMBURSEMENT

Company Car/Van Drivers

Company Car/Van Drivers are provided with a fuel card for use in the Republic of Ireland/Northern Ireland only. The card may only be used for fuel and oil purchases for and, as a condition of issue, the employee must provide the odometer reading of the vehicle to the fuel retailer each time the card is used. Employees must ensure business and personal kilometres are recorded accurately on their monthly expense claims.

The employee must pay & reclaim for fuel purchases outside of the Republic of Ireland/Northern Ireland.

Cash Allowance Drivers

Employees with a Cash Allowance driving their own vehicle should pay for their fuel themselves and claim the business kms only.

Business kms are reimbursed at a rate of 50% of the appropriate Revenue Civil Service rate but not less than 20 cents per km.

Private Car Drivers

Employees without a cash allowance driving their own vehicle for business use should pay for their fuel themselves and claim the business kms on expenses. Business kms are reimbursed at the appropriate Revenue Civil Service rate and detailed on the relevant Expense Claim Form.

MEAL ALLOWANCES

The following allowances may be claimed on expenses **with valid receipts** where appropriate.

Up to €11	Lunch	Can be claimed when you spend between 5 and 10 continuous working hours away from your place of work and more than 10 kms from Medray office or your prime residence.	Unreceipted.
Up to €30	Dinner <i>Replaces Late Home</i>	Can be claimed if working greater than 10.5 hours away home (without overnight stay).	Must provide receipt.
€40 max	Dinner	Claimable when overnight in a hotel	Must provide receipt or itemised invoice
€20 max €25 max €50 max	Breakfast Lunch Dinner	Claimable when overnight in a hotel overseas.	Must provide receipt or itemised invoice
€20	<i>Late Home</i>	<i>DISCONTINUED</i>	
€89	<i>Unreceipted Hotel Allowance</i>	<i>DISCONTINUED – all hotel stays should be accompanied by an invoice or receipt.</i>	
€130	<i>Unreceipted Overseas Hotel Allowance</i>	<i>DISCONTINUED – all hotel stays should be accompanied by an invoice or receipt.</i>	