



## **Travel and Expenses Policy**

Last updated: 1.2.18

This policy is designed to assist employees of The Lir in reporting expenses incurred while conducting business activities on behalf of The Lir.

### **General guidelines**

- The Lir expects employees to act responsibly and professionally when incurring and submitting costs.
- The organization will reimburse employees for reasonable expenses on pre-approved business. This includes travel fares, accommodation, taxi receipts and per diems.
- Original receipts are required for reimbursement of all expenses except for per diems. These expenses include:
  - Original booking receipts for airplane / train travel
  - Credit card receipts
  - Detailed merchant receipts
- All claims must be made on The Lir's Expense Claim Form which is available for the Administrator
- Receipts must be accompanied by a summary which outlines:
  - The nature of the expense
  - The name and title of the individual involved
  - The purpose of the expense
- All expense claims must be signed and approved by the appropriate line manager. The CEO's expense claims will be signed and approved by the Chair of the Board
- All expenses and summaries must be submitted within 30 days for payment.

### **Travel guidelines**

- Employees are only allowed to fly economy class with the lowest available airfare for non-stop travel
- If a car rental is required, employees are requested to rent mid-sized or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle
- Employees will be reimbursed for reasonable hotel accommodation (in three or four star hotels). Employees are expected to use all means to find competitive rates at the time of booking.
- The maximum hotel rate payable for the 2017/18 year is €150. Employees will not be reimbursed above this rate, without the prior approval of their line manager.
- The Lir does not cover receipts for meals and other incidentals which are covered by the following Per Diem rates:
  - €50 for each overnight stay
  - €25 for additional days or same-day business trips comprising five working hours or more
- The following list includes examples of non-reimbursable expenses:
  - Personal travel insurance
  - Personal reading materials

- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses occurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities or other entertainment
- Theatre performances or shows (unless deemed critical to the trip and agreed with line manager in advance)

**Use of own car:**

The Lir does not pay for local travel to and from the academy. If employees use their vehicles for pre-approved business travel, appropriate petrol receipts and parking fees will be reimbursed. The Lir will not be responsible for vehicle maintenance or wear and tear, traffic or parking violations.

Any questions related to the content of this policy or its interpretation should be directed to the Administrator.