

Section 6: Policies of The Care Trust

6.1 The Care Trust Policy on Staff Expenses

Reimbursement of expenses of travel and subsistence without deduction of tax

In accordance with Irish Revenue guidelines, The Care Trust DAC (“TCT” or “the Company”) may reimburse tax-free to office holders and employees the expenses of travel (and subsistence relating to that travel) subject to certain conditions being fulfilled. The conditions under which the reimbursement of the expenses of travel and subsistence may be made without deduction of tax are as follows:

- (a) the office holder or employee must be **temporarily away from his/her normal place of work** in the performance of the duties of his/her office or employment
- (b) the expenses must be **necessarily incurred in the performance of the duties** of the office or employment **and must relate wholly, exclusively and necessarily** to the performance of their duties for TCT.

Completion and approval of claims

All expense claims must be approved by the claimant’s line manager and be supported by relevant documentation. Line managers are responsible for checking and approving the expense claim, within their authority limits.

Before authorising an expense claim for payment, the authorising person should be satisfied that receipts are attached for all required expenses; amounts claimed are correct; mileage & subsistence rates are correct and in accordance with Revenue guidelines (which are subject to change); and totals are correct.

Unless other arrangements have been approved by the Board of TCT, staff must provide details of all business travel and related expenses. Explanations should specify the following:

- the date of the journey
- the reason for the journey/expense
- the distance in kilometres involved
- the starting point, destination and finishing point of the journey and
- the basis for the reimbursement of travel and subsistence expenses.

Please note it is not normally permissible to claim travel between home and your normal place of work.

Expense claims must be submitted in a timely manner. Failure to submit a claim within a reasonable period after incurring the expenses may result in the claim's rejection.

Expenses may be reimbursed on a vouched basis or in line with Irish Revenue rates, as agreed with the staff member's line manager.

According to the Irish Revenue Statement of Practice (IT/2/07), where the payment of remuneration to office holders and employees is labelled incorrectly as tax-free expenses, the Revenue Commissioners will consider whether there is any element of fraud or neglect involved or whether a Revenue offence may have been committed, and will take whatever action they deem appropriate.

The deliberate misstatement or false claim of expenses will be dealt with under disciplinary procedures and may be subject to criminal proceedings under TCT's Fraud Policy.

Irish Revenue Rates and Guidelines

The rates below and Revenue guidelines are from Irish Revenue Tax and Duty Manual Part 05-01-06: **Employees' Subsistence Expenses.**

Rates for Cars

Motor cars effective from 1 April 2017

	Official Motor Travel in a calendar year	Engine Capacity: Up to 1,200 cc	Engine Capacity: 1,201 to 1,500 cc	Engine: 1,501 cc + over
Band 1	0 to 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,500 to 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,500 km to 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent

Rates for Subsistence

Table of Domestic Subsistence Rates effective from 1 April 2017

Overnight Allowances			Day Allowances	
Normal Rate (14 nights)	Reduced Rate (15 – 28 nights)	Detention Rate (29 – 56 nights)	10 hours or more	5 hours but less than 10 hours
€133.73	€120.36	€66.87	€33.61	€14.01

Day Allowances

A day allowance applies to continuous absence of 5 hours or more, provided the absence is not at a place **within 8 km of the employee's home or normal place of work.** There are two categories of day allowance, namely, 5 to 10 hours absence and over 10 hours absence.

The Care Trust Rates & Guidelines

The mileage rates below apply where all motoring expenses are met by the employee and the journeys involved are necessarily undertaken by the employee in the course of the Company's business.

Rates for Cars with effect from 1 January 2018

	Official Motor Travel in a calendar year	Engine Capacity: Up to 1,200 cc	Engine Capacity: 1,201 to 1,500 cc	Engine: 1,501 cc + over
Band 1	0 to 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,500 to 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,500 km to 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent

Rates for Subsistence

TCT do not pay overnight subsistence. Expenses incurred on overnight stays are reimbursed only on a vouched basis: Bed, breakfast and one dinner may be claimed on presentation of receipts.

The subsistence rates below apply to continuous absences of over 5 less than ten hours. As per Revenue guidance, such absence must be a distance greater than **8 km from the employee's home or normal place of work.**

Over 5 hours less than 10 hours
€13.70 (RSM)
€12.00 (Reps)

(RSM: Regional Sales Manager; Reps: Fundraising Representatives)

All of TCT's rates for the reimbursement of staff mileage and subsistence are within Revenue guidelines.

Costs of Working From Home

Revenue Guidelines **IT69: E-Working and Tax** state that an employer may make payments up to €3.20 per day to employees without deducting PAYE, PRSI or USC to meet expenses incurred by the employee as direct result of working from home.

On this basis, TCT may reimburse employees for the use of Broadband/Internet connection in their home. Rates reimbursed may vary and are subject to individual agreements between the employee and the Company. They are subject to a maximum reimbursement of 25 Euro per month, or 75% of the total monthly bill (whichever is the lower amount).