



EOPD.ie Expense Policy

Expenses Policy and Procedures

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Scope

To set out Policy and Procedure regarding expenses (incorporating travel and other costs) incurred by Early Onset Parkinson's Disease (EOPD.ie) volunteers in the course of their duties. This group includes:

- Board members,
- Working/Advisory Groups
- All EOPD.ie volunteers
- All members

This group will be referred to as "volunteers/members" for the remainder of this document.

Policy

In order to carry out the business of EOPD.ie from time to time, it may be necessary for volunteers/members to travel and/or incur some "out of pocket" expenses/subsistence costs such as Office Supplies, IT Software, printing, accommodation and meals.

1. Official Business is where the necessary business of the EOPD.ie to be performed by any volunteers/member which cannot be carried out at the designated meeting/ training location.
2. International Travel relates to travel outside of the Republic of Ireland.
3. Domestic Travel relates to travel within the confines of the Republic of Ireland.
4. Subsistence is defined as the necessary and reasonable cost of meals and/or accommodation incurred by members/volunteers engaged on official business.
5. Other Expenses relates to any out-of-pocket expenditure required to carry out the work of the EOPD.ie such as printing requirements (in the case of EOPD.ie property), parking fee's etc.
6. Costs that maybe incurred in running social, insight and exercise events.

Travel

Procedures are as follows,

- For international travel, internet bookings are preferable and economy class must be used. Value for money is important so in the event of a number of carriers offering the required route, three quotations should be obtained to acquire the best deal. Please note, international travel is only permitted with the approval of the Board of Directors in advance of any booking.
- Where possible domestic travel must be by public transport, e.g. bus, rail, tram etc. All relevant tickets, vouchers etc. must be retained and presented for reimbursement to support the refund claim. Where members/volunteers reside a further distance away from a public transport hub or must travel outside the service times provided and therefore must then use their own vehicle to complete the journey, a flat travel allowance rate of €0.20 per kilometre.
- People using their own cars to provide transport for work purposes may in some instances have to come to an arrangement with their own car insurance company. A certificate of insurance and indemnifying EOPD.ie should be provided to info@eopd.ie before expenses can be paid for mileage claims.
- Only when there is no alternative or due to time constraints it is impossible to arrive in good time, will it be permitted to use own transport or taxis. In any event, pre-clearance must be obtained from the board of EOPD.ie
- Members/Volunteers travel costs to and from their normal course, training or meeting venue will not be paid.

Subsistence

Members/Volunteers away on EOPD.ie business, either in Ireland or abroad are entitled to have their travel and subsistence expenditure refunded. This will include overnight accommodation which must be preapproved by two board members. All expenditure should be vouched with receipts, tickets etc retained for this purpose.

Day allowances

Domestic day subsistence rates (from 1 May 2021)

Period of assignment

Rate Ten hours or more €20.00

Between five and ten hours €10.00

The assignment must be outside eight kilometers of the volunteers/members home.

Rates for assignments outside the State. Short-term assignments, max stay 5 nights, and must be approved by the board in advance.

Accommodation

Accommodation should be comfortable and safe with essential amenities and should always represent value for money for EOPD.ie. As a general rule, Volunteers/Employees should not stay in 5-star or luxury hotels and standard rooms rather than superior rooms should be booked. Suites or mini suites should never be booked.

Overnight stays are allowed where the destination is such that the work cannot be completed in a one-day round trip. Prior approval for overnight accommodation is required by 2 board members.

Claims and Reimbursement Procedure

The request, authorisation and claims procedures are as follows:

1. All claims must be submitted on the standard Volunteer Expenses Claim Form (Appendix 1) and within one month following the month of being incurred.
2. Each claimant submits the Volunteer Expenses Claim Form (Appendix 1), which is then countersigned by the Board/ Finance.
3. Unless preapproved by the Board or Finance committee may be refused.

Guidance for Trustees

- It is the responsibility of the Volunteer/Trustee to ensure expenses reimbursed using EOPD funds is warranted and justified.
- Under no circumstances is board permitted to:

- Allow a member/volunteer to directly take expenses from funds gathered before it is lodged to the relevant bank account.
- Issue cash payments
- Reimburse members expenses without the member submitting the expenses claim form (Appendix 1) and supporting receipts.
- Issue payment without the prior approval of the expenditure by the relevant committee/ panel of officers.
- Pay a “Daily/Hourly Rate” of any description to members or any other person regardless of the nature of the work they are carrying out.
- Regardless of the nature of the business, penalties or fines (such as speeding or parking etc) incurred by members is not covered by EOPD.ie.
- Expenses cannot be claim for events like AGM/EGM, strategy meetings and team building events.
- Should you need advice or support please contact a member of the Board or the Finance team working group.
- The Volunteer Expenses Claim Form is available from Finance working group/website?

Responsibilities

- Volunteers/Trustees are responsible for:
- Adhering to this policy at all times when submitting expense claims to EOPD.ie CLG. This includes adhering to current rates and thresholds in place.
- Seeking prior approval of expenses in advance of expenditure.
- Claiming only for expenses incurred when undertaking activities on behalf of EOPD.ie CLG.
- Submitting claims in a timely manner. (monthly)
- Submitting all the necessary paperwork in order to make the claim including valid receipts.

Submission of a False or Exaggerated Claim.

The submission of a false or exaggerated expenses claim is a serious matter which may lead to disciplinary action up to and including dismissal.

Timeframes for Claiming Expenses

Expenses should be claimed on a monthly basis as a rule. In exceptional circumstances where this is not possible, a three-month claim period will be acceptable, apart from at the end of year – see below. Any expense claim more than three months old will not be considered valid and will not be paid.

EOPD.ie runs its financial year from 1st January to 31st December. Previous year claims must be made in full by the 15th January following the year end. Claims made after this time will not be processed.

Appendix 1

Please see attached the link to the expenses form.

[EOPD.ie expenses form](#)