

Note for the Information of Applicants

Summary of Regulations Governing Payment of Travelling Expenses and Subsistence Allowances

Travelling expenses and subsistence allowances paid to examinations contract staff will be in accordance with the regulations which apply to the public service. The following is a summary of these regulations and is not intended to be exhaustive. Staff appointed to contract positions with SEC will be provided with further information during their appointment.

All valid and approved expenses paid to contract staff engaged on the 2016 examinations will be in accordance with published public service rates and will not be subject to any deductions. Applicants should note that the public service subsistence rates and qualifying distances changed with effect from 1st July 2015.

Calculation of Qualifying Distances

In line with public service regulations, travelling expenses and subsistence allowances are calculated by reference to the following;

- **Home:** your normal place of residence
- **Headquarters:** your normal place of teaching duty, i.e. the school in which you are currently teaching
- **Assigned location(s):** the venue(s) to which you are assigned for the conduct of your examinations duties (conference/meeting venue, school venue(s), marking venue, etc.).

Payments of travel expenses and calculation of entitlement to subsistence allowances are calculated by reference to the lesser of the distance between home and the assigned location(s) and headquarters and the assigned location(s). In the case of non-serving teachers all calculations will be made by reference to the home address.

Subsistence Allowances

Night allowance(s), which covers a period of 24 hours, may be payable during the examination period. With effect from 1 July 2015, an overnight allowance may be payable in respect of a necessary absence on official business that is **more than 100 km** from an officer's home or headquarters (whichever is the closest).

In general conference start times have been arranged in order to obviate the need for travel the night before conference. Therefore, night allowance is not generally payable for the night before conference.

If claiming a night allowance during your appointment, the cost of travel between the assigned location and your temporary accommodation is not recoupable.

With effect from 1st July 2015 the overnight allowance has been increased to €125.00 per night.

Day allowances are payable for necessary absences (not extending overnight) of five hours or more, either separately or following the expiration of a 24 hour period covered by a night allowance.

With effect from 1 July 2015, a day allowance may be payable for an absence on official business that is more than 8 km from an officer's home or headquarters (whichever is the closest). No subsistence is payable to assigned locations which are within 8km of home/headquarters. The applicable day allowance rates are follows:

Long day allowance – 10 hours or more - €33.61

Short day allowance – 5 to 10 hours - €14.01