



## Circular Letter 0009 /2015

**To: The Managerial Authorities of Recognised Primary Schools**

### **Payment of Travel Expenses to GAM/EAL (Learning / Language Support) and Resource Teachers in Recognised Primary Schools.**

The Minister for Education and Skills directs you to implement the regulations and procedures regarding the payment of travel expenses to eligible registered teachers employed as GAM/EAL (Learning/Language Support) or resource teachers in approved teaching posts funded by monies provided by the Oireachtas.

The regulations and procedures are to be implemented by each employer with effect from Monday 13<sup>th</sup> April 2015 and all teachers must adhere to the terms outlined in this Circular.

This circular supersedes Circular 01/02 in relation to the payment of travel expenses to GAM/EAL (Learning/Language Support) and resource teachers in recognised Primary schools.

Please ensure that copies of this circular are provided to all members of the Board of Management and its contents are brought to the attention of all GAM/EAL and resource teachers in your employment including those on leave of absence.

This Circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie) Circulars and Forms – Active Circulars.

Padraig Maloney  
Payroll Division.  
February 2015,

Appendix 1 updated August 2015

## 1 INTRODUCTION

- 1.1 Travel expenses are payable to GAM/EAL (Learning/Language Support) teachers and resource teachers who are assigned to teach children in cluster arrangements and are required to travel between schools to undertake their teaching duties.

A cluster arrangement is agreed between two or more neighbouring schools where individual schools do not have sufficient GAM/EAL or resource hours to create a full-time post. A typical cluster is comprised of a base school and one or more non base school(s).

- 1.2 Travel expenses are payable in respect of the following journeys only:
- a) Travel between the base school and a non base school or between two non base schools where the teacher is scheduled to work in two or more schools in one day,
  - b) Travel between the teacher's home and a non base school for the kilometres travelled in excess of the distance between the teacher's home and the base school.
- 1.3 Travel expenses arising from travel outlined at 1.2 above are tax free as set out in the Revenue document titled Income Tax, Statement of Practice SP-IT/2/07. [http://www.revenue.ie/en/practitioner/law/statements-of-practice/sp\\_it\\_2\\_07.pdf](http://www.revenue.ie/en/practitioner/law/statements-of-practice/sp_it_2_07.pdf)

Members of Boards of Management, Principal teachers, GAM/EAL(Learning /Language Support) and resource teachers should familiarise themselves with this document and ensure that the conditions and terms outlined are complied with at all times.

- 1.4 Travel expenses are not payable in respect of travelling between the teacher's home and his/her base school.
- 1.5 All official travel should be by the shortest practicable routes.
- 1.6 Travelling expenses are not payable where suitable alternative public transport is available.
- 1.7 The work schedule of the teacher for an academic year must be agreed between the Chairpersons of the Boards of Management and the Principals of all the schools involved in the cluster arrangement. It should be agreed at the beginning of the school year or as soon as possible thereafter. In the event that the work schedule must be changed during the school year, the changes must be agreed by the Chairpersons of Boards of Management and the Principals.
- 1.8 Work schedules should be arranged to ensure that minimum time is spent travelling between schools. Only in exceptional circumstances should a teacher travel between schools during the school day.
- 1.9 Travel expenses are not payable under the term of this circular for travel in connection with the purchase of equipment, books and materials or travel in connection with attendance at courses.

- 1.10 Travel expenses are not payable to a teacher who has separate contracts to work part time hours in more than one school outside of a cluster arrangements.

## **2 CLAIMING FOR TRAVEL EXPENSES**

- 2.1 Claims for travel expenses must be made by completing the Travel Expense Application Form. The form is available on the Department's web page, [www.education.ie](http://www.education.ie)
- 2.2 Claims must be submitted promptly at the end of each academic term: Christmas term, Easter term and Summer term.
- 2.3 The application form **must be completed electronically**. Once completed, the form must be printed, signed by the teacher and by the Principal of the base school.
- 2.4 The completed application form must be forwarded to: Primary Teachers Payroll, Travel Expenses, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath.
- 2.5 Incomplete or incorrectly completed application forms will be returned and will result **in delayed payments**.

## **3 INDEMNITY**

- 3.1 The Board of Management must ensure that the indemnity form attached at Appendix 1 is completed in advance of any travel being undertaken by a teacher on official school business.
- 3.2 The completed indemnity form must be retained by the Board of Management in the school and be available for inspection.
- 3.3 A new indemnity form must be completed when a teacher changes his/her insurance company. The new form must be retained by the Board of Management in the school.

## **4 QUERIES**

- 4.1 Queries regarding the payment of travel expenses under the terms of this circular should be emailed to – [travelexpenses\\_primary@education.gov.ie](mailto:travelexpenses_primary@education.gov.ie)

Appendix 1

**Indemnity Declaration**

**To be completed by all staff who may undertake official travel**

---

The following undertaking must be signed by a staff member who is authorised to use his/her own transport on official school business.

*I acknowledge that the authority given to me to use my own motor vehicle on official business is subject to any relevant regulations or conditions in force from time to time and, in particular, to the condition that it is insured, and will continue to be insured, by me for the purpose of the Road Traffic Act 1961. I have duly informed my conventional motor insurer of such business use and this is reflected in my motor insurance policy. It is at present insured with the \_\_\_\_\_ and I undertake to notify my Board of Management of any change.*

I confirm that I am not prohibited from driving due to any legal constraints imposed by the judicial system.

I am aware that neither the Board of Management of

\_\_\_\_\_  
*(insert school roll number and name)*

the Department of Education and Skills, nor the State, will accept liability for any loss or damage resulting from the use of my motor vehicle for purposes of official business, including professional development.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_