

Regional consultation meetings on the new National Disability Inclusion Strategy

Guidelines on travel expense payments to participants

The following guidelines apply to any payments made to participants attending a regional consultation meeting on the new National Disability Inclusion Strategy.

Who can claim?

Travel expenses will be offered for vouched for travel expenses if the person:

- Has registered to attend one of the consultation meetings (in Cork, Dublin or Tullamore) and has received a booking confirmation.
- Does not have a “free” travel pass for use on public transport.
- Is attending in a personal capacity and not as a representative of any group, network and/or organisation.
- Is not attending in an official capacity, for example, as a public/civil servant or as a paid employee of any organisation.

What can be claimed?

Payment will be offered for vouched for travel expenses legitimately incurred when attending one of the consultation meetings if:

- A valid transport ticket/receipt is provided
- Public transport at the standard rate fares is used

Note:

- The use of taxis/ hackneys is appropriate for those who cannot use public transport due to access issues. This must be approved in advance by contacting:

Mr. David Keogh

Equality Division

Department of Justice and Equality

Ph: 01 4790279

Email: dfkeogh@justice.ie

- Cars should only be used when public transport is not available. Mileage allowance will not be paid but the equivalent standard bus/rail fare on the day of travel will be paid instead.
- No other form of subsistence or allowance or other costs can be claimed.
- You must have receipts, and fill in and sign the travel expenses claim form which you will be provided with.

Important:

- Due to the dates of the meetings, we cannot guarantee that you will receive your expenses refund before the end of 2016.
- Make sure to keep your original receipts and to send them with your signed, completed claim form.

**Return your completed and signed ‘Travel Expenses Claim form’,
along with your receipts, to:**

Mr. David Keogh
Equality Division
Department of Justice and Equality
2nd Floor
Bishop’s Square
Redmond’s Hill
Dublin 2
Ph: 01 4790279
Email: dfkeogh@justice.ie

Please note that any personal information provided is governed by the Data Protection Acts 1998 and 2003 and can only be used for the purposes for which it was collected, unless you give permission for the disclosure or the disclosure is reasonably necessary for the enforcement of criminal law or a law imposing a pecuniary penalty or for the protection of the public revenue.
