



Code	QA303
Title	Use of own transport
Policy Owner	Bursar
Date	18 th December 2023
Approved By	Údarás na hOllscoile

1.0 Purpose

To describe the basis on which claimants may use their own private transport, when travelling on University business.

2.0 Description

2.1 Claimants may use their own transport on University business only when:

- a) No suitable public transport is available to transport the claimant.
- b) Public transport is available only at equal or greater expense.
- c) The use of public transport would result in the loss of significant official time which it is necessary to avoid.

Use of own transport must be documented and justified on expense claims.

2.2 Where more than one such individual is travelling to the same area, arrangements must, where feasible, be made to avoid the unnecessary use of two or more cars.

2.3 **Insurance:** Claimants are responsible for ensuring that they have adequate business motor insurance in place which indemnifies the University against all claims arising, while using private transport, on University business. By claiming reimbursement via the online Agresso system, claimants confirm that they have such adequate insurance in place. The University cannot accept liability for any loss or damage resulting from the use of privately-owned transport on University business.

2.4 **Reimbursement Rates:** motor travel will be reimbursed at the rates set out in this policy. On an exceptional basis, a UMT member may permit motor travel claims in accordance with governmental current circulars subject to any such exception being agreed and documented in advance.

2.5 **Public transport:** Where claimants choose to use their own transport in circumstances where public transport could reasonably have been used, the amount reimbursed in respect of travel claims will be restricted to the cost which would have been incurred had public transport been used (including that of passengers whose travelling expenses would be payable by the University). Travel between Galway and Dublin will only be reimbursed at public transport rates, unless exceptional circumstances exist.

2.6 **Journeys Covered:** Travelling expenses will not be paid in respect of any portion of a journey which covers all or part of the claimant's usual route between home and normal place of work. Where a claimant travels direct from home or returns home direct, the mileage payable will be calculated by reference to the distance from home or normal place of work, whichever is the lesser.

2.7 Authorisation & Responsibilities: Authorisation and responsibility is governed by policy QA302.

3.0 Related Documents

QA302 Travel Policy

QA304 Policy on Travel & Subsistence to Non-University Staff

Ownership of this policy rests with the Director of Financial Accounting.

4.0 University Motor travel Rates

In 2013 the UMT, as part of a cost containing measure, agreed to reduce the motor travel rate to the lowest civil service rate applicable regardless of engine size in accordance with circular 07/2009.

On 16th June 2020 UMT agreed to amend the motor travel rates to the lowest civil service rate applicable in accordance with the current circular¹ regardless of engine size. The distance band 1 rate will apply to a threshold of 5,500, thereafter the distance band 4 rate will apply.

The motor travel year for applying the above threshold is the calendar year to 31st December irrespective of the date of first claim. For new employees/first time claimants, it commences on the date on which the employee or authorised contractor first uses his/her private motor car on University business, to the following 31st December. Thereafter, the motor travel year is based on the calendar year.

Mileage

The following points should be noted in relation to mileage expenses only where public transport is not available:

- a) The mileage rate covers all expenses associated with the use of a staff member's private car on university business (e.g. fuel, motor tax, insurance, maintenance, etc.);
- b) External car parking charges and tolls will be reimbursed where supported by the necessary receipts; No reimbursement will be made for parking fines or clamping fees;
- c) Mileage will be paid from/to home to the airport, bus, train station or ferry when travelling overseas on University business;
- d) All claims for mileage must be supported with full details of all journeys taken including the departure point, the destination, the finishing point, the purpose of the journey, and the number of kilometres travelled;
- e) The University does not reimburse the cost of University campus parking permits.

5.0 Related Documents

[QA302 Sustainable Travel Policy](#)

[QA304 Reimbursement of travel and subsistence costs to non-university staff and students Policy](#)

¹ Circular 05/2017 as at 16th June 2020