

Tax treatment of the reimbursement of Expenses of Travel and Subsistence to Office Holders and Employees

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CHAPTER 1

Introduction

1.1 Purpose of Manual

Whilst the reimbursement to an office holder or employee of expenses of travel and subsistence is a matter for the relevant body or employer, a separate and distinct issue is the circumstances under which such reimbursement can be made without deduction of tax.

The purpose of this Manual is to set out the tax treatment of the reimbursement of expenses of travel and subsistence to office holders (including directors) employees with the view to having a consistent approach that takes into account the necessity of business travel for different categories of office holders and employees.

Whilst it is not possible to address all the circumstances that may arise -

- (a) Chapter 2 sets out the **general principles** relating to the tax treatment of the reimbursement of expenses of travel and subsistence;
- (b) Chapter 3 addresses the **general scenarios** relating to the reimbursement of expenses of travel and subsistence; and
- (c) Chapter 4 addresses the reimbursement of expenses of travel and subsistence in certain **specific scenarios**.

Note - Where circumstances arise that are not covered by this Manual, guidance may be sought from the Revenue office dealing with the employer.

1.2 Overview of the tax treatment of the reimbursement of expenses of travel and subsistence to office holders and employees

Where office holders and employees **necessarily** incur expenses of travel (and subsistence relating to that travel) **in the performance of the duties of their office or employment**, the reimbursement of such expenses may, within certain limits (see Par. 2.8), be made tax-free.

It is a long established principle of tax case law that the expenses incurred in travelling from home to work and work to home are expenses which are NOT necessarily incurred **in the performance of the duties of an office or employment**. Hence, the reimbursement to an office holder or employee of such expenses is taxable and subject to PAYE deductions (but see Par. 4.3.4 re employees recalled to their normal place of work to deal with emergencies and Paragraph 4.4 re taxis home on an irregular basis).

The remuneration of office holders is subject to tax under the PAYE system.

An office holder is a person who ‘holds office’. Whilst there is no statutory definition of ‘office’, tax case law has held that the word ‘office’ means “*a permanent, substantive position which has its existence independent of the person who fills it, and which went on and was filled by successive holders*”¹ and that the term ‘office’ “*must involve a degree of continuance (not necessarily continuity) and of independence; it must connote a post to which a person can be appointed, which he can vacate and to which a successor can be appointed*”. The position of ‘office’ can be created by statute, statutory regulation, charter, deed of trust or other such means.

1.3 Mislabeling remuneration as expenses

Where the payment of remuneration to office holders and employees is labelled incorrectly as tax-free expenses, the Revenue Commissioners will consider whether there is any element of fraud or neglect involved or whether a Revenue offence may have been committed, and will take whatever action they deem appropriate.

1.4 Records to be kept

As regards the reimbursement of expenses based on an acceptable flat rate allowance (see Par. 2.8), the employer must retain a record of all of the following:

- the name and address of the director or employee
- the date of the journey
- the reason for the journey; the kilometres involved
- the starting point, destination and finishing point of the journey, and
- the basis for the reimbursement of travel and subsistence expenses [e.g. an overnight stay away from an individual’s normal place or work].

As regards the reimbursement of actual expenses vouched by receipts, the employer must retain such receipts, together with details of the travel and subsistence expenses incurred.

The period of retention of records is 6 years after the end of the tax year to which the records refer.

Queries as regards the adequacy of records to be maintained may be referred to the Revenue office dealing with the employer.

CHAPTER 2

Reimbursement of Travel and Subsistence Expenses – General Principles

2.1 Reimbursement of expenses of travel and subsistence without deduction of tax

Arising from an employee's or office holder's entitlement to a tax deduction in respect of certain expenses, there exists a long-standing practice under which employers may reimburse tax-free to office holders and employees the expenses of travel (and subsistence relating to that travel) subject to certain conditions being fulfilled.

The conditions under which the reimbursement to office holders and employees of the expenses of travel and subsistence may be made without deduction of tax are as follows -

- (a) firstly, the office holder or employee must be temporarily away from his/her normal place of work in the performance of the duties of his/her office or employment;
- (b) secondly, the travel expenses must be necessarily incurred in the performance of the duties of the office or employment and
- (c) thirdly, arising from a long accepted position supported by tax case law, the expenses of subsistence must attach to travelling necessarily incurred in the performance of the duties of the office or employment.

2.2 Normal place of work

The **normal place of work** is the place where the individual normally performs the duties of his/her office or employment. The employer's base may not always correspond with the employee's normal place of work. For example, a business may have its principal base in one location and have a number of subsidiary bases elsewhere. It is, therefore, possible for two employees, who have the same employer, not to have the same normal place of work.

Usually, the employer will provide the facilities necessary for the work to be performed at the business premises. The office holder's or employee's home would not be regarded as the normal place of work unless there is an objective requirement that the duties of the office or employment must be performed at home. In particular, it is not sufficient for an office holder or employee merely to carry out, or opt to carry out, some of the duties of the office or employment at home for home to be considered the normal place of work.

2.3 Travelling from home to work and work to home

It is a long established principle of tax case law that the expenses of travelling from home to work and work to home are expenses of travelling which are NOT necessarily incurred by an office holder or employee *in the performance of the duties* of his/her office or employment.

If an office holder or employee receives expense payments in respect of travelling to and from work, such expense payments are taxable and subject to PAYE deductions (but see Par. 4.3.4 re employees recalled to their normal place of work to deal with emergencies and Paragraph 4.4 re taxis home on an irregular basis).

2.4 Travel between separate employments

Where an individual holds more than one office or employment, the travel between those separate offices or employments is considered to be travel to and from work and any reimbursement of expenses in respect of such travel (and subsistence relating to that travel) is taxable.

2.5 Employee working at a number of locations on a daily basis in the same employment

In some instances, an employee may work at a number of locations on a daily basis in the same employment.

Where an employee performs the duties of his/her employment at more than one location on a daily basis, the reimbursement of expenses of travel necessarily incurred in travelling **between** these separate locations may be made tax-free.

Example

John is employed and his duties involve working, firstly at Location A, then Location B and, lastly, at Location C on a daily basis. The reimbursement of expenses between

- Locations A and B; and
- Locations B & C

may be made free of tax. However, any reimbursement of expenses of travel between home and location A (the first location) and Location C (the last location) and home is taxable.

2.6 Office holder or employee commencing a business journey from home or ending a business journey at home

Where an office holder or employee, in the performance of the duties of his/her office or employment, begins a business journey directly from home or returns directly to home, then the expenses of travel and subsistence that may be reimbursed without deduction of tax are the lesser of those incurred on the journey between -

- (a) home and the temporary work location; or
- (b) the normal place of work and the temporary work location.

Example

Tom, an employee, lives in Balbriggan and his normal place of work is in Dublin City centre. He is required by his employer to use his private car to attend a temporary work location in Naas. He is entitled to claim for allowable travel expenses necessarily incurred on the return journey between Dublin City centre and Naas [i.e. the lesser of (a) and (b) above].

2.7 Travelling between the State and overseas

The travelling from home in the State to temporary work location abroad on a temporary work assignment and in returning home on the termination of that temporary assignment is considered to be a business journey.

2.8 Rates of reimbursement to office holders and employees of expenses of travelling and subsistence

Reimbursement of expenses of travel and subsistence by way of 'flat rate' allowances

Provided the office holder or employee **bears the cost of all expenses** of travel necessarily incurred in the performance of the duties of his/her office or employment (and bears the cost of subsistence relating to such travel), Revenue will disregard for income tax purposes the reimbursement of expenses of travel and subsistence where such reimbursement is made by way of:

- i. a flat rate up to, but not exceeding, the prevailing Civil Service rates for travel and subsistence (see **Appendix** re such rates)¹; or
- ii. a flat rate based on any other schedule of rates and related conditions of travel and subsistence which do no more than reimburse the office holder or employee for actual expenditure necessarily incurred.

¹ In recognition of difficulties in sourcing suitable accommodation in Dublin within the standard domestic subsistence rate, with effect from 1 April 2017, a separate Vouched Accommodation ("VA") rate may apply where employees are claiming an overnight allowance in Dublin. In such cases, a VA rate consisting of the **vouched** costs of accommodation up to the limit of the standard overnight rate (€133.73) plus the appropriate day rate for the employee's meals may be claimed.

Scale (i) may be applied without specific Revenue approval where a satisfactory recording and internal control system is in operation.

Revenue approval is required for scale (ii).

Reimbursement of actual expenses of travel and subsistence

Provided the office holder or employee **bears the cost of all expenses** of travel necessarily incurred in the performance of the duties of his/her office or employment (and bears the cost of subsistence relating to such travel), Revenue will disregard for income tax purposes the reimbursement of such vouched expenses by his/her employer.

Note - Notwithstanding that expenses of travel are reimbursed by an employer, an office holder or employee retains his/her statutory right to claim tax relief against his/her emoluments of the office or employment in respect of actual allowable expenses incurred. However, where the employee decides to make such claims, any reimbursement of expenses by the employer, including any flat rate allowances, is regarded as pay and taxed accordingly.

CHAPTER 3

Reimbursement of Travel and Subsistence Expenses – General Scenarios

3.1 Reimbursement by way of ‘flat rate’ allowances

Where an office holder or employee –

- (a) necessarily incurs the expenses of travelling (and subsistence relating to that travel) in the performance of the duties of his/her office or employment; and
- (b) is reimbursed by his employer in respect of such travel and subsistence on the basis of ‘flat rate’ expenses (see Par. 2.8),

such reimbursement may be made free of tax.

3.2 Reimbursement by way of vouched receipts

Where an office holder or employee –

- (a) necessarily incurs the expenses of travelling (and subsistence relating to that travel) in the performance of the duties of his/her office or employment; and
- (b) is reimbursed by his/her employer in respect of such travel and subsistence on the basis of vouched receipts,

such reimbursement may be made free of tax.

3.3 Payment of ‘round sum’ expenses

Where an office holder or employee is paid a weekly or monthly ‘round sum’ in respect of expenses [for example, €500 per month for expenses irrespective of expenses actually incurred], such a ‘round sum’ payment in respect of expenses is taxable and subject to PAYE deductions.

Where a ‘round sum’ in respect of expenses has been taxed at source, the office holder or employee may claim a tax deduction in respect of the actual expenses of travel (and subsistence relating to that travel) necessarily incurred in the performance of the duties of the office or employment at the rates set out in 2.8 above.

3.4 Car Allowance

Any amount payable to an office holder or employee in lieu of the use of a car is **taxable** and subject to PAYE deductions. For example, Mr. Y has a remuneration package of either -

A.	A salary of €70,000 plus the private use of a company car	In this instance, the salary of €70,000 is taxable and the use of the car is a taxable benefit in kind and both the salary and the cash equivalent of the benefit are subject to PAYE deductions.
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OR

B	A salary of €70,000 plus an allowance of €10,000 in lieu of the use of a car	In this instance, both the salary of €70,000 plus the allowance of €10,000 in lieu of the use of a car are taxable in full and both are subject to PAYE deductions.
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CHAPTER 4

Reimbursement of Travel and Subsistence Expenses Certain Specific scenarios

4.1 Overview

It is not envisaged that this Manual will cover all of the possible scenarios as regards the reimbursement of expenses of travel and subsistence that may, in practice, arise.

Set out below is the tax treatment of the reimbursement of travel and subsistence expenses in certain specific scenarios.

Where circumstances arise that are not covered by this Manual, guidance as to the correct tax treatment of the expenses may be sought from the Revenue office dealing with the employer.

4.2 ‘Travelling Appointments’- Employees

A ‘travelling appointment’ is one where either -

- a) an employee is required to travel in the course of his/her job (e.g. travelling salesperson, travelling repairperson, service engineers, etc.-the occupation will generally involve multiple daily appointments with customers); or
- b) travelling is an integral part of the job (e.g. bus driver, lorry driver, coach driver, van driver, etc.).

The reimbursement of expenses by the employer to such an employee is, generally, only in relation to subsistence but may sometimes include expenses of travelling where an office holder or employee is required to use his/her own car on a business journey.

Where an individual whose job can be categorised as a ‘travelling appointment’ would not otherwise be regarded as having a ‘normal place of work’ for the purposes of computing travel and subsistence expenses for this category of worker, his/her employer’s base will be regarded as his/her normal place of work.

Where a business journey commences from the employee’s home or the employee returns directly to home, then the expenses of travel and subsistence that may be reimbursed without deduction of tax are the lesser of those incurred on the journey between:

- (a) home and the temporary work location; or
- (b) the employer’s base (normal place of work) and the temporary work location.

NOTE - See 4.6.5 in relation to Mixed Appointments.

4.3 Staff 'on call'

4.3.1 On call allowance

An allowance payable to office holders and employees for being 'on call' is taxable and subject to PAYE deductions.

4.3.2 Overtime or other such payment payable in respect of 'call outs'

All overtime and other such payments relating to 'call outs' are taxable and subject to PAYE deductions.

4.3.3 Member of staff attending his/her normal place of work outside of his/her normal working hours

Where a member of staff attends his/her normal place of work outside his/her normal working hours, for example, to:

- (a) replace a scheduled member of staff who fails to attend work; or
- (b) assist with an increased volume of work; or
- (c) attend for a non-emergency or other routine event,

and the employer pays travel expenses to and from the normal place of work, such expenses are not an expense of travel necessarily incurred in the performance of the duties of the employment and are, therefore, taxable and subject to PAYE deductions.

4.3.4 A member of staff attending his/her normal place of work outside of his/her normal working hours to deal with emergencies

4.3.4.1 General principle

Subject to Paragraphs 4.3.4.2 and 4.3.4.3 below, the reimbursement by an employer of the expenses of travelling to an office holder or employee in respect of journeys to the individual's normal place of work (including journeys undertaken outside of normal working hours) is taxable. Journeys undertaken to return to work in emergency or 'on call' situations do not alter this principle.

4.3.4.2 Exception to the general principle

Tax case law has found that a person with 'specialist' skills may be working from the time he/she receives notification to attend his/her normal place of work to deal with an emergency. The type of case to which the exception applies is one where a 'specialist', because of the grave consequences of the relevant situation, must give instruction or direction to those present at the relevant situation and also have a responsibility for the emergency whilst travelling to the normal place of work. *It is not envisaged that many such cases arise in practice.* The reimbursement by the employer of the expenses of travelling to and from the normal place of work in such cases may be made without deduction of tax.

4.3.4.3 Practice with effect from 1st January 2006

With effect from 1st January 2006, and without affecting Par. 4.3.4.2 above, where an office holder or employee is required to attend his/her normal place of work outside his/her normal working hours to deal with **emergencies** requiring his/her immediate attention, then the travel expenses (i.e. the cost of the provision of taxis or mileage expenses up to the appropriate civil service mileage rate) to and from his/her normal place of work may be paid without deduction of tax in respect of a **maximum** of 60 such emergencies per annum. Emergency in this context is dependent on the nature of the industry but, in general, encompasses an unforeseen or sudden event -

- (a) requiring immediate or urgent attention; and
- (b) that would have serious consequences if left unattended until the individual commences her/his normal working hours.

An emergency does not include an event where a member of staff is required to attend his/her normal place of work outside of his/her normal working hours, for example, to:

- (i) replace a scheduled member of staff who fails to attend work, or
- (ii) assist with an increased volume of work; or
- (iii) attend a non-emergency or other routine event.

Whether a 'call out' is in respect of a genuine emergency is a question of fact having regard for relevant facts and circumstances supported by the records kept relating to the event.

Whilst it would be expected to be rare, if it is the case that, in a particular situation, the number of emergency 'call outs' is in excess of 60 per annum, the employer should contact the local Revenue office for guidance.

4.3.5 A member of staff attending to an emergency other than at his/her normal place of work outside of normal working hours.

Where a person is 'on call' and is required to attend a temporary work location other than his/her normal place of work outside of his/her normal working hours (for example, a plumber 'on call' to deal with emergencies in customers' properties), then the expenses of travel (i.e. where employee provides his/her own car) and subsistence relating to such 'call outs' may be reimbursed without deduction of tax.

4.4 Payment of taxi fares from work to home and home to work

The provision of taxis, hackneys, etc. (or the payment of taxi, hackney, etc. fares) on behalf of an office holder or employee for non-business journeys (e.g. travel to and from work) constitutes a taxable perquisite/benefit, which is subject to PAYE deductions. Where more than one office holder or employee shares a taxi, hackney etc., an apportionment of the benefit to each will be necessary.

However, PAYE deductions need not be applied to the benefit arising from the provision of taxi, hackney, etc. transport from work to home (but not from home to work) on an *irregular* basis where –

- (a) the office holder or employee is required to work until after 10 pm; and
- (b) finishes work before 6 am.

Irregular in this context may be taken as not exceeding 60 journeys per annum.

Note – Records should be kept as regards the use of taxis, hackneys, etc. to transport staff from work to home.

Company Directors

4.5.1 General

Company directors (including non-executive directors²) are officers of the company (even where they own, or part own, the companies of which they are directors) and, as such, are subject to the same tax legislation, rules and conditions as employees as regards the tax treatment of the reimbursement of expenses of travel and subsistence.

As with other office holders and employees, the reimbursement of expenses to a director (including a non-executive director³) relating to travelling to and from

² Details of specific exemptions in relation to non-executive directors are set out in Tax and Duty Manuals 7.1.36 and 7.1.39.

³ Same as footnote 2.

his/her normal place of work (i.e. the normal place of work in his/her capacity as a company director) is taxable and subject to PAYE deductions.

4.5.2 Normal place of work

The **normal place of work** of a company director is the place where he/she normally performs the duties of his/her office. This is determined having regard to the facts and circumstances of each directorship held.

As with employees, the reimbursement to a director of the cost of travelling to and from his/her normal place of work (i.e. in his/her capacity as a company director) is taxable and subject to PAYE deductions.

4.5.3 Individuals holding a number of directorships

Directors of unrelated companies

Where an individual holds a number of directorships, the reimbursement of expenses of travel (and subsistence relating to that travel) in respect of –

- (a) journeys from home to the normal place of work of each directorship and vice versa; and
- (b) journeys between each company,

is taxable and subject to PAYE deductions (see Paragraphs 2.3 and 2.4).

Directors of related companies

A director of two or more companies within a Group of parent and subsidiary or associated companies may be regarded as having one normal place of work within the Group. This normal place of work is where the director performs most of his/her duties within the Group. Travelling expenses necessarily incurred in travelling from this normal place of work to other places on the business of the Group in the performance of the duties of the office may be paid tax-free provided all such journeys are necessarily incurred in the performance of the duties of the office and the travelling expenses incurred are reasonable.

Associated company means a company on whose board the Group is represented because of the Group's shareholding or other financial interest.

4.5.4 Individual who, because of the duties of his/her office or employment, holds directorships in other companies

This is probably best explained by way of example.

Example

Mr. Brown is employed by ABC Bank Ltd. As part of the duties of his employment with ABC Bank Ltd, he is nominated as a director of DEF Ltd, which is not a subsidiary of or otherwise associated with ABC Bank Ltd. Part of the duties of his

employment with ABC Bank Ltd is to travel to DEF Ltd to oversee certain operations.

The reimbursement of expenses to Mr. Brown, relating to his travel from his normal place of work at ABC Bank Ltd to DEF Ltd and return to ABC bank Ltd may be made without deduction of tax.

4.6 Site-Based Employees

4.6.1 General

A site-based employee may be described as one who does not have a fixed base and who, in the course of his/her employment, performs substantive duties on behalf of his/her employer at different locations (generally, for periods longer than one day) [e.g. employees in the building industry].

4.6.2 Tax treatment of expenses paid to site-based employees

Revenue accept that expenses of travel and subsistence not exceeding €181.68 per week (known as 'country money') may, subject to the exclusions in Par. 4.6.3 below, be paid tax-free to a site-based employee where such employee is employed and working at a site which is 32km (20 miles) or more from the employer's base.

Where, for employees in the construction and electrical contracting industries in the Dublin area, travel and subsistence is calculated by reference to distances from the General Post Office (GPO), the GPO may continue to be treated as the employer's base for the purpose of this tax treatment (provided, of course, this method is used on a consistent basis).

4.6.3 Exclusions from tax treatment at Par 4.6.2 above

The tax-free treatment of expenses outlined in Par. 4.6.2 above does not apply where -

- i. the employee does not incur the expense of travelling to and from the site (i.e. the employee is provided with transport to and from the site by the employer); or
- ii. the employee is provided with board and lodgings by the employer; or
- iii. the employee is recruited to work at one site only.

Furthermore, the tax treatment at Par. 4.6.2 above does not apply to 'jobbed on site'⁴ employees. However, where an individual who was originally engaged as a 'jobbed on site' employee remains in the same employment and takes up duty at other sites, payment of expenses of travel and subsistence, not exceeding €181.68,

⁴ A "jobbed on site" employee is an employee recruited to work on a particular site.

may be paid tax-free in respect of the second site and subsequent sites where all the relevant criteria are satisfied.

4.6.4 'Eating on Site' Allowance

An "eating on site" allowance is paid to site-based employees in some sectors of the economy. The following conditions must be adhered to before such an allowance can be paid tax-free;

- (i) facilities for making tea, coffee, etc. are not provided on the site by the employer;
- (ii) the employee is not in receipt of any other form of tax-free subsistence payment;
- (iii) the employee works on the site for at least 1.5 hours before and 1.5 hours after normal lunch break;
- (iv) the allowance is no more than €5 per day.

4.6.5 Mixed Appointments

Where an employee holds a 'travelling appointment' for 75% or more of his or her workdays in a tax year and is site-based or otherwise engaged for the balance of the tax year, expenses of travel and subsistence may be reimbursed free of tax for the whole of the tax year as if the employee holds a 'travelling appointment' for the whole of that tax year.

This means that the employer's premises or the employee's home, whichever is closer to the temporary work location, may be treated as the base for the purposes of calculation of mileage and subsistence expenses. Also, country money may not be paid free of tax during any period where the employee is treated as holding a 'travelling appointment'.

The practice referred to in the two paragraphs above does not apply where the employee is site-based for 10 or more consecutive workdays. The employee should be treated as a site-based employee during any such period.

Where an employee holds a 'travelling appointment' for a period less than 75% of his or her workdays in a tax year and is site-based or otherwise engaged for the balance of the tax year, expenses of travel and subsistence may be reimbursed free of tax on the basis of:

- (a) holding a 'travelling appointment' in periods where the work comes within the description of the work of a 'travelling appointment' in Par 4.2, and
- (b) being a site-based employee in periods where the work comes within the description of the work of a site-based employee in Paras 4.6.1 and 4.6.2.

Where an individual is in an employment for a period of less than the whole of a tax year, the 75% apportionment should be applied for the relevant period of the employment.

4.7 Provision of accommodation plus meals at a temporary location

In some instances, as an alternative to paying subsistence or country money that would, under the terms outlined in this Manual, qualify as being tax free, employers provide accommodation and meals at the temporary location where their employee's are working. Where this occurs, Revenue are prepared to accept that a taxable benefit will not be treated as arising in the hands of the employee where the following conditions are satisfied:

- the accommodation provided is not the principal private residence of the employee (i.e. he/she maintains separate accommodation where he/she normally resides); and
- if the accommodation is rented by the employer, the rent paid represents the reasonable cost of accommodation for the location; and
- the reimbursement as regards meals represents no more than a reasonable reimbursement of the actual cost.

4.8 Tax treatment of travel and subsistence expenses for temporary assignees from abroad working in the State

4.8.1 General

With effect from 1 January 2007, Revenue are prepared to accept that, subject to Paras 4.8.2 to 4.8.4 hereunder, tax-free subsistence may be paid or reimbursed for the first 12 months of a temporary assignment provided that the period of assignment in the State does not exceed 24 months.

4.8.2 Temporary assignment and temporary assignee in the State

For the purposes of this Manual –

(a) a *temporary assignment* in the State is one where –

- I. an office holder or employee resides temporarily in the State for the purposes of the performance of the duties of his/her foreign office or employment; and

- II. there is the intention that the office holder or employee will, at the end of the assignment, return to work at the foreign location from which he/she was assigned;
- (b) a *temporary assignee* in the State is an office holder or employee who –
- I. holds a foreign office or employment with a non-resident employer and, prior to coming to work in the State, has been employed outside the State for a period of not less than 3 months by that employer; and
 - II. holds a temporary assignment (as defined above) in the State on behalf of his/her non-resident employer; and
 - III. actually performs the duties of the office or employment in the State for the period of the temporary assignment; and
 - IV. remains an office holder or employee of that employer while on temporary assignment in the State.

However, a temporary assignee **does not** include an individual who –

- I. is recruited to work in the State, or
- II. in the normal course of his/her duties, is posted or transferred from country to country.

Note: It is expected that, in general, the period of assignment in the State should not exceed the period of employment with the employer outside the State prior to the commencement of the temporary assignment.

4.8.3 Subsistence Expenses re temporary assignees

The reimbursement of expenses may be by way of either -

- (a) vouched expenses; or
- (b) a flat rate.

Vouched Expenses

Reimbursement (which may be made for a maximum period of 12 months) of vouched expenses free of tax must not exceed the cost of reasonable accommodation and meals while on temporary assignment.

As regards hotel accommodation, reasonable accommodation includes accommodation for an assignee for a twelve month period. Where a spouse and children accompany an assignee to the State during the period of the temporary assignment, reasonable accommodation includes hotel accommodation for the spouse and children for the first month only of the assignment to facilitate the procurement of rented accommodation.

As regards rented accommodation, reasonable accommodation includes vouched rent, rental of furniture and payment of utilities (e.g. light and heat) which would normally be payable by a tenant. Where an assignee is accompanied by a spouse and children in the State during the period of the temporary assignment, reasonable accommodation includes rental of residential accommodation which is suitable for an assignee and his/her spouse and children.

Flat Rate Expenses

Flat rate reimbursement of expenses free of tax for the temporary assignee only on the basis of the Civil Service schedule of rates must not exceed the following amounts –

Period of Assignment	Allowable Tax Free Subsistence
First 14 nights of the assignment	Up to the Normal Rate Civil Service Rates
Next 14 nights of the assignment	Up to the Reduced Rate Civil Service Rates
Next 28 nights of the assignment	Up to the Detention Rate Civil Service Rates
Remainder of the assignment (up to a maximum of twelve months)	Vouched expenses subject to a maximum of three nights subsistence per week at the normal rate

4.8.4 Travel Expenses re temporary assignees

Expenses which may be paid or reimbursed free of tax include the vouched cost of the journeys to and from the State at the commencement and cessation of the temporary assignment.

Notwithstanding that tax-free subsistence is limited to a 12 month period, the vouched cost of one return trip per year (for a maximum of 2 years) to the home location may also be paid or reimbursed free of tax. This applies to the assignee, his or her spouse and children.

In the case of an assignee whose spouse and children do not accompany him/her on temporary assignment, the cost of one return trip per year to the State for the spouse and children may be paid or reimbursed free of tax.

4.9 Members of non-commercial bodies

Section 195A Taxes Consolidation Act 1997 (as inserted by Section 12 Finance Act 2007) exempts from tax the reimbursement of expenses of travel and subsistence to certain members of non-commercial bodies, in both the public and private sector, in respect of attendance at meetings of such bodies. The exemption applies where the work of the members is generally carried out at such meetings.

In this context, a 'member', in relation to a body, means a person holding office as a member of that body and who has no other duties in relation to that body.

To qualify for the exemption, the member's *annualised* emoluments (excluding the expenses) from the body must not exceed €24,000 per annum in the case of the Chairperson and €14,000 in the case of other members. The exemption covers expenses up to the Civil Service rates.

A non-commercial body in this context means a body –

- that is organised solely for purposes other than profits;
- that, in fact, operates other than for profit;
- whose activity income is used by the body to assist it in achieving its purposes;
- does not distribute or otherwise make available any of its income for the personal benefit of any officer, employee or member or connected person other than as wages, salaries, fees or honorariums for services rendered.

4.10 Individuals carrying out work on a voluntary and unpaid basis

Notwithstanding anything contained in tax law or in this Manual, the reimbursement of expenses of travelling and subsistence to individuals who work on a voluntary and unpaid basis for organisations whose functions and aims are both altruistic and non-commercial (for example, voluntary unpaid workers working for charities, sports bodies, etc.) may be paid tax-free, provided the expenses of travelling and subsistence –

- (a) merely put the unpaid individual in a position to carry out his/her work; and
- (b) no more than reimburse the individual the expenses actually incurred by him/her and do not exceed the Civil Service rates for reimbursement of expenses of travelling and subsistence.

Note – Individuals involved in charities, sports bodies, etc. who, in addition to a reimbursement of actual expenses of travel and subsistence, receive, either directly

or indirectly, remuneration of any description (for example, weekly or monthly salary, an honorarium, and/or a 'bonus', etc.) do **NOT** fall within the description of 'carrying out work on a voluntary and unpaid basis'.



Appendix

Civil Service Rates for Travel and Subsistence

Standard Domestic Subsistence Rates

Effective from 1 April 2017

Overnight rates		
Normal Rate	Reduced Rate	Detention Rate
€133.73	€120.36	€66.87

Day Rates	
10 hours or more	5 hours but less than 10 hours
€33.61	€14.01

Vouched Accommodation ("VA") Domestic Subsistence Rates (for use in Dublin only)

Effective from 1 April 2017

Vouched Accommodation ("VA") Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €133.73	Plus	€33.61

Table of Domestic Subsistence Rates effective from 1 July 2015 to 31 March 2017				
Overnight Allowances			Day Allowances	
Normal Rate	Reduced Rate	Detention Rate	10 hours or more	5 hours but less than 10 hours
€125	€112.50	€62.50	€33.61	€14.01

Table of Domestic Subsistence rates effective from 5 March 2009 to 30 June 2015					
Class of Allowances	Overnight Allowances			Day Allowances	
	Normal Rate	Reduced Rate	Detention Rate	10 hours or more	5 hours (but <10 hours)
Class A	€108.99	€100.48	€54.48	€33.61	€13.71
Class B	€107.69	€92.11	€53.87	€33.61	€13.71

NOTE: Class of allowances was discontinued with effect from 1 July 2015.

Day Allowances

A day allowance applies to continuous absence of 5 hours or more, provided the absence is not at a place within 8 kilometres of the employee's home or normal place of work.

There are two categories of day allowance, namely, 5 to 10 hours absence and over 10 hours absence.

Overnight Allowance

A night allowance applies for an absence away from home overnight at a place more than 100 km from the employee's normal place of work and home. However, in exceptional circumstances and where an employer is satisfied that an operational need exists, a night allowance may apply for an absence away from home overnight at a place more than 50km from the employee's normal place of work and home.

Motor Travel Rates

Effective from 1 April 2017
Motor Travel Rates per kilometre

Distance Bands		Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1	0 – 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent

While business travel between 1 January 2017 and 31 March 2017 (under the prior rates, as set out below) is not affected by the introduction of these new bands and rates, business travel from 1 January 2017 will, however, count towards aggregated mileage for the year.

Rates per kilometre - Effective from 5 March 2009 to 31 March 2017			
Motor Cars			
Official Motor Travel in a calendar year	Engine Capacity: Up to 1200 cc	Engine Capacity: 1201cc to 1500 cc	Engine Capacity: 1501cc and Over
Up to 6437km	39.12 cent	46.25 cent	59.07 cent
6438km and over	21.22 cent	23.62 cent	28.46 cent

Rates per kilometre - Effective from 5 March 2009				
Motorcycles				
Official Motor Travel in a calendar year	Engine Capacity: Up to 1200 cc	Engine Capacity: 1201cc to 1500 cc	Engine Capacity: 1501cc and Over	601cc and over
Up to 6437km	14.48 cent	20.10 cent	23.72 cent	28.59 cent
6438km and over	9.37 cent	13.31 cent	15.29 cent	17.60 cent

Rates per kilometre - Effective from 1 July 2008 to 4 March 2009				
Motorcycles				
Official Motor Travel in a calendar year	Engine Capacity: Up to 1200 cc	Engine Capacity: 1201cc to 1500 cc	Engine Capacity: 1501cc and Over	601cc and over
Up to 6437km	19.30 cent	26.80 cent	31.62 cent	38.12 cent
6438km and over	12.49 cent	17.75 cent	20.39 cent	23.46 cent

Bicycles	
Operative Date	Rate per Kilometre
From February 1 2007	8 cent

(1 mile = 1.609 kilometres)