

T & S Guidelines

******Please discontinue use of the old forms Claims sent in on old forms will be returned.*****

**Updated forms will be available on the website
[http://www.iws.ie/ fileupload/Publications/Forms/Travel%20and%20Sub%20Claim%20Form%20for%202017.pdf](http://www.iws.ie/fileupload/Publications/Forms/Travel%20and%20Sub%20Claim%20Form%20for%202017.pdf) .**

- **T & S claims must be sent in within six weeks of the expense being incurred.** Sending in forms annually or bi-annually is not adequate. Please ensure that your forms are sent in within six weeks of any travel.
- **T & S forms must be fully completed by the applicant.** While we can offer help at the National Office, we cannot complete your claims for you. We have no knowledge of the distance you have travelled or time you have been away or whether a meal has been provided to you. **Tolls and parking should be put into Column 8 below the Euro cost for KM travelled and receipts attached to the form.** Please compute the total cost of each journey you have made in Column 10. This is important so that total costs can be allocated correctly within our accounting system.
- **T & S forms must be signed and the engine size included.**
- **Column 5 is your distance in KM. Column 8 is the cost of the KM in Euro. Please do not insert the distance in this column. Multiply the distance by the appropriate band rate and insert the cost in Euro next to “KM €”.**
- If you have travelled to a meeting or course where the meal was provided then subsistence cannot be claimed unless your travel time was an additional five hours.
- Rates are in KILOMETRES. You will have to convert miles into kilometres in order to compute your claim.
- **You must keep track of your total distance travelled for IWS so you know when to move to the next Band rate.**
- If you are claiming for travel related to performing a Risk Assessment you are to submit your claim to the relevant Local Authority at their rates.
- Any queries can be directed to either Joan Harte or Alison Elstone at the National Office.

Regards,
Joan Harte
Office Manager