

Mileage Declaration Form

Non-staff Claimants

Travel

- If you are employed by another state-funded body, you should submit your Travel & Subsistence Claim to that body who will make payment and recoup the costs from City of Dublin Education and Training Board. This is the recommended procedure as per the Department of Public Expenditure and Reform (ref: DPE126-020-2015).
- The Department of Education Circular Letter 36/2017 sets out revised travel rates. These are broken down across 4 bands. The band rate payable is based on accumulated mileage across the calendar year. This accumulated mileage is the total mileage paid from state-funded bodies – not just City of Dublin Education and Training Board. Please complete the declaration below and attach to your Travel & Subsistence Claim Form. **Claims will not be processed without this declaration.**

I confirm that, during this calendar year, I **have** exceeded 1500 km in travel while undertaking work paid for by state-funded bodies including, City of Dublin Education and Training Board.

I confirm that, during this calendar year, I have **not** exceeded 1500 km in travel while undertaking work paid for by state-funded bodies including City of Dublin Education and Training Board.

Signed: _____

Date: _____

This completed form should be attached to your Travel & Subsistence Claim Form
