

Schedule of Records

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Record No	Date & Brief Description	File Ref	No of pages	Relevant Facts	Findings/Conclusions (Public Interest Considerations)	Grant or Refuse	Basis of Refusal: Section of Act	Record Edited / Identify Deletions
1	12/2/2015 Breakdown of expenses claimed by each individual civilian driver	N/A	1	Expenses claimed by each civilian driver	N/A	Part Granted	Section 37(1) – Person information	Yes
2	12/2/2015 Driver A - assigned to Minister Alan Kelly.	N/A	18	Copy of Subsistence Claim	N/A	Part Granted	Section 37(1) – Person information	Yes
3	12 /2/2015 Driver B - assigned to Minister Alan Kelly.	N/A	24	Copy of Subsistence Claim	N/A	Part Granted	Section 37(1) – Person information	Yes
4	12 /2/2015 Driver A - assigned to Minister of Sate Paudie Coffey.	N/A	10	Copy of Subsistence Claim	N/A	Part Granted	Section 37(1) – Person information	Yes
5	12 /2/2015 Driver B - assigned to Minister of Sate Paudie Coffey.	N/A	6	Copy of Subsistence Claim	N/A	Part Granted	Section 37(1) – Person information	Yes
6	12 /2/2015 Driver A - assigned to Minister Phil Hogan	N/A	8	Copy of Subsistence Claim	N/A	Part Granted	Section 37(1) – Person information	Yes
7	12 /2/2015 Driver B -assigned to Minister Phil Hogan	N/A	7	Copy of Subsistence Claim	N/A	Part Granted	Section 37(1) – Person information	Yes
8	12 /2/2015 Driver A - assigned to Minister of Sate Jan O'Sullivan	N/A	14	Copy of Subsistence Claim	N/A	Part Granted	Section 37(1) – Person information	Yes

Freedom of Information 2014 –

Request Reference Number: FOI 2015/005

Schedule of Records

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9	12 /2/2015 Driver B - assigned to Minister of Sate Jan O'Sullivan	N/A	13	Copy of Subsistence Claim	N/A	Part Granted	Section 37(1) – Person information	Yes
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Freedom of Information Request 2015 -005

Breakdown of Expenses claimed by Minister's Civilian Drivers in 2014

Minister / Minister of State	Civilian Driver	Travel & Substance
Alan Kelly	Driver A	3,223.80
" "	Driver B	3,468.68
Paudie Coffey	Driver A	2,238.02
" "	Driver B	1,917.84
Phil Hogan	Driver A	4,780.15
" "	Driver B	5,029.14
Jan O'Sullivan	Driver A	4,536.46
" "	Driver B	4,889.82

02

M. Finnerly
9/4/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Ministerial Driver

Business Unit:

Group No: _____ Payroll No: 089 H4 82

Car Reg: 09 C 3278

Engine CC: 2000

2. Subsistence details

From			To			Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 Hour rates	No. of 6 hour rates
Date	Time	Location	Date	Time	Location					
26/3/14	6PM.	Dublin	26/3	11.30PM	Athlone	Ministerial Duties.				1 x 13.7
27/3/14	9AM.	Dublin.	28/3	11.30PM	Sligo	Ministerial Duties.		1 x 107.69		
28/3/14	12AM.	Sligo	30/3	2PM.	Kilkeny	Ministerial Duties		2 x 107.69		
		Kilkeny.			Dublin.					
10/4/14	5PM.	Dublin.	12/4	8PM.	Kilkeny	Ministerial Duties		2 x 107.69		
		Kilkeny			Dublin					
13/4/14	10AM	Dublin	14/4	9.30PM	Mayo	Ministerial Duties.		1 x 107.69	1 x 33.61	
		Mayo			Dublin.					
								646.14	33.61	13.71

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: _____

Date: 16/4/2014

TOTAL = 693 46

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: Zoh. Kish
Private Secretary to Minister

Date: LS 17.

Input on COREESS by: Name: _____ Date: _____

M. Finnerly
25/4/14

1. Claimant's details (to be completed in block capitals)

Grade: Ministerial Driver

Group No: _____ Payroll No: 089 4982

Car Reg: 09 C 3278

Engine CC: 2 000

[illegible]
$$6 \times 107 - 69$$
$$= 646 - 14$$

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Date: 14/5/14 ✓

TOTAL = 659.85

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: Zadie Kiern
Private Secretary to Minister

Date: 27/5/14

Input on CORESS by: Name: _____ Date: _____

M. Finnerke 30/5/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

Department of the Environment
Community & Local Government

27 JUN 2014

2 ACCOUNTS

1. Claimant's details (to be completed in block capitals)

Name: [REDACTED]

Grade: Ministerial Driver

Business Unit: _____

Group No: _____ Payroll No: 0894982

Car Reg: 09 C 3278

Engine CO: _____

2. Subsistence details

Date	Time	Location	Date	Time	Location	Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 8 hour rates
21/5/14	6 PM	DUBLIN	22/5	10 PM	Kilkenny	Ministerial Duties		1		
		Kilkenny			DUBLIN				5 x 107-69 =	
24/5/14	9 AM	DUBLIN	25/5	1 PM	Kilkenny	Ministerial Duties		1	1 x 13-71	
		Kilkenny			DUBLIN					
5/6/14	3 PM	DUBLIN	6/6	10 AM	Kilkenny	Ministerial Duties		1		552-16
		Kilkenny			DUBLIN					
7/6/14	6 PM	DUBLIN	9/6	11.30 PM	Kilkenny	Ministerial Duties		2		1
		Kilkenny			DUBLIN					

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and correct, and no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [REDACTED] Date: 10/6/14

4. Certification
I certify that (i) the particulars furnished thereon are correct and in accordance with the relevant regulations and (ii) the expenses incurred were disbursed

Input on COREESS by: Name: _____ Date: _____

M. Keenan
25/6/14

C. O'Leary
25/6/14

M. Finney 30/6/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: [Redacted]

Grade: Ministerial Driver

Business Unit: _____

Group No: _____ Payroll No: 0894982

Car Reg: 09 C 3278

Engine CC: 2000

2. Subsistence details

From			To			Purpose of journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
19/6/14	6pm.	Dublin	23/6	8pm.	Kilkenny	Ministerial Duties.		4.7		
		Kilkenny			Dublin				X 107.69	
5/7/14	9pm.	Dublin	6/7	1pm	Kilkenny	Ministerial Duties.		1		
		Kilkenny			Dublin					

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [Redacted]

Date: 9/7/14

TOTAL = 538.45 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: Eddie Kieran
Private Secretary to Minister

Date: 16/7/14

Input on COREESS by: Name: [Signature] Date: _____

C. Keenan 24/7/14

[Signature] 25/7/14

M. Finnerly 25/7/14

SUBSISTENCE CLAIM FORM (for Input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Ministerial Paper

Business Unit:

Group No:

Payroll No: 0844982

Car Reg:

09 C 3278

Engine CC:

2000

2. Substance details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature:

Date: 21/11/2014

TOTAL: 313.07

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature _____

Private Secretary to Minister

Date _____

30/1/24

Input on CORESS by Name

Data.

M. F. 1000000

$$4 \mid 2 \mid 14$$

C. Keenan

$$31 \overline{) 14}$$

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Ninth Grader

Business Unit: _____

Group No: _____ Payroll No: 0894982

Car Reg: 09 C 3278

Engine CC: 2000

2. Subsistence details

[illegible]

Claimant's certification

certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

ស្ថាប័ន

Date: 18/2/2014

Total = 875 - 23

Certification by Private Secretary

certify that we have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed for the public service.

Dr. Kervin
v to Minister

Date _____

28/2/14

Input on CORESS by: Name _____ Date _____

M. Finnerty
7/3/14

DRIVER A MINISTER Kelly



Comhaltas, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 089664Y
HEADQUARTERS Nenagh Co. Tipperary COST CENTRE 010200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING
(To be completed by Claimant)

TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 423.90
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 423.90
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 423.90

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☒

SIGNATURE [REDACTED]

DATE 11/9/14

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [Signature]

DATE 11/9/14

GRADE Private Secretary

ACCOUNTS SECTION USE

Name

Date

Examined: M. Finnen

12/9/14

Total due € 423.90

Checked: [Signature]

12/9/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 12/7/2014	—	—	—	—	—	—	—	—	—
Mon 14/7/2014	Nenagh	Nenagh	—	—	—	107.69	0.700	—	Regional + then Dublin Dept + Ocul.
Tues 15/7/2014	—	—	—	—	—	107.69	—	—	In DUBLIN
Wed 16/7/2014	—	—	—	—	—	107.69	—	—	In DUBLIN
Thurs 17/7/2014	DUBLIN	Nenagh	—	—	—	33.61	—	20.00	DUBLIN to Nenagh.
Fri 18/7/2014	Nenagh	Cork Nenagh	—	—	—	33.61	7.30	17.00	Regional, then Cork and Return to Nenagh.
Sat 12/7/2014	Nenagh	Nenagh	—	—	—	33.61	11.00	22.00	Regional Ministerial Duties
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€ 423.90			€ 423.90

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under its proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 8(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€ —
NET AMOUNT DUE	€ 423.90



Cumharsaíocht, Párlaimint agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 089664Y
HEADQUARTERS Nenagh Co. Tipperary COST CENTRE 010200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING
(To be completed by Claimant)

TRAVELLING EXPENSES € 15/8/14.
SUBSISTENCE ALLOWANCE € 134.44
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 134.44
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 134.44 ✓

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere
2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED] DATE 23/09/2014

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [Signature] DATE 23/9/14
GRADE PSA

ACCOUNTS SECTION USE

Name

Date

Total due € 134.44

Examined: M. Finnerly

24/9/14

Checked: [Signature]

24/9/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 10/8/2014									
Mon 11/8/2014									
Tues 12/08/2014	Nenagh	Regional				33.61	07.00	19.30	Various Regional duties
Wed 13/08/2014	Nenagh	Regional				33.61	08.30	18.45	Regional
Thurs 14/08/2014	Nenagh	Regional				33.61	08.00	18.30	Roscrea / Newport
Fri 15/08/2014	Nenagh	Regional				33.61	08.15	19.00	Ministerial duties
Sat 16/8/2014									
TOTALS	POST	PHONE	TOTAL KILOMETRES	TRAVEL	SUBSISTENCE	MISC	GRAND TOTAL		
	€	€							
				€	€ 134.44	€ ✓	€ 134.44 ✓		

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€ 134.44 ✓



Comhshuíl, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

67884

1.	NAME (Block Cap)	<u>[REDACTED]</u>	PERS. I.D. No.	<u>089664Y</u>
	HEADQUARTERS	<u>Nenagh Co. Tipperary</u>	COST CENTRE	<u>010200</u>
	HOME ADDRESS	<u>[REDACTED]</u>		
	GRADE	<u>Civilian Driver</u>	CAR CC (if applicable)	<u></u>

2.	SUMMARY OF CLAIM FOR WEEK ENDING (To be completed by Claimant)		<u>12/9/14.</u>
	TRAVELLING EXPENSES	€	<u></u>
	SUBSISTENCE ALLOWANCE	€	<u>383.43</u>
	MISCELLANEOUS (taxi, fee, etc.) Please attach receipts	€	<u></u>
	TOTAL	€	<u>383.43</u>
	LESS IMPREST RECEIVED (if any)	€	<u>-</u>
	BALANCE DUE	€	<u>383.43</u> ✓

3.	CLAIMANT'S CERTIFICATION	
1.	I certify that:	
	(i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*	
	(ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service	
	(iii) the particulars furnished herein are in all respects true	
	(iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere	
2.	If higher class of subsistence is being claimed, please give reason:-	
	<u></u>	
3.	If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes	
	EU-RELATED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	REFUND DUE	YES <input type="checkbox"/> NO <input type="checkbox"/>
	SIGNATURE	<u>[REDACTED]</u> DATE <u></u>

4.	SUPERIOR OFFICER'S CERTIFICATION	
	I certify that:	
	(i) I have examined and checked the above claim	
	(ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*	
	(iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties	
	SIGNATURE	<u>[REDACTED]</u> DATE <u>23/9/14</u>
	GRADE	<u>P. Sec</u>

ACCOUNTS SECTION USE

Name

Date

Total due € 383.43

Examined: M. Finnan's

24/9/14

Checked: 98716

24/9/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 7/9/2014	Nenagh	Dublin				107.69	08:00		Dublin - D.U (Helix)
Mon 8/9/2014	Dublin	Nenagh				33.61		23:00	Dublin - Dept.
Tues 9/9/2014	Nenagh	Regional				33.61	09:00	19:30	Regional duties
Wed 10/9/2014	Nenagh	Dublin				107.69	06:00	21:00	In Dublin
Thurs 11/9/2014	Dublin	Nenagh				33.61		21:00	Cabinet meeting - Dept - Croke Park.
Fri 12/9/2014	Nenagh	Tipp. Bur.				33.61	09:00	22:00	Various duties
Sat 13/9/2014	Nenagh	Dublin				33.61	09:00	20:00	Ministerial duties
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€383.43	€ ✓		€ 383.43 ✓

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(I) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€ —
NET AMOUNT DUE	€ 383.43



Comhshool, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 089664Y
HEADQUARTERS Nenagh Co. Tipperary COST CENTRE 010200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING
(To be completed by Claimant)

TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 437.61
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 437.61
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 437.61 423.90 ✓

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☐ REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED] DATE 21-10-14

4. SUPERIOR OFFICER'S CERTIFICATION

- I certify that:
- (i) I have examined and checked the above claim
 - (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
 - (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED] DATE 21-10-14

GRADE P. Sec.

ACCOUNTS SECTION USE

	Name	Date
Total due € <u>423.90</u>	Examined: <u>M. Finnerly</u>	<u>22/10/14</u>
	Checked: <u>[REDACTED]</u>	<u>22/10/14</u>


1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 12/10/2014									
Mon 13/10/2014	Home	Dublin				107.69	07.15		Ministerial duties
Tues 14/10/2014						107.69			Budget / Dail
Wed 15/10/2014						107.69			Department duties
Thurs 16/10/2014	Dublin	Home				33.61 33.61	17.30 19.00	17.30 19.00	Ministerial duties
Fri 17/10/2014	Home	Kelkeney				33.61 107.69	08.30	19.00	Lynagh Hotel - kept recycling these duties.
Sat 11/10/2014	Home	Regional				33.61	08.30	14.30	Ministerial duties
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€ 423.90	€		€ 437.61.

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€ 437.61

X 7 days cover for
colleague 
while on annual leave



Gomhshool, Párlaimint na Ríochas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) Nenagh Co. Tipperary PERS. I.D. No. 089664Y
HEADQUARTERS Nenagh Co. Tipperary COST CENTRE 010200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING
(To be completed by Claimant)

TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 94.64
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 94.64
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 94.64 ✓

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED]

DATE 21-10-14

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED]

DATE 21-10-14

GRADE P. Sec

ACCOUNTS SECTION USE

Name

Date

Examined: M. Finnerly

22/10/14

Total due € 94.64

Checked: 9871

23/10/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun <u>5/10/2014</u>	Home	Dublin				13.71	12.30	19.00	Ministerial duties.
Mon <u>6/10/2014</u>									
Tues <u>7/10/2014</u>									
Wed <u>8/10/2014</u>	Home	Dublin				13.71	18.00	23.45	Ministerial duties
Thurs <u>9/10/2014</u>	Home	Limerick				33.61	08.00	19.00	Ministerial duties
Fri <u>10/10/2014</u>	Home	Dublin				33.61	07.00	20.00	Cabinet meeting
Sat <u>1/10</u>									
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€	€ 94.64		€ 94.64

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€ 94.64



Comhaltas, Pobal agus Rialtas Árd
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) Nenagh Co. Tipperary PERS. I.D. No. 089664Y
HEADQUARTERS Nenagh Co. Tipperary COST CENTRE 010200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING
(To be completed by Claimant)

TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 349.82
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 349.82
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 349.82 ✓

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED] DATE 21/10/14

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED] DATE 21/10/14

GRADE P. Sec

ACCOUNTS SECTION USE

	Name	Date
Total due	Examined: <u>M. Finnerly</u>	<u>22/10/14</u>
€ <u>349.82</u>	Checked: <u>98714</u>	<u>23/10/14</u>

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 21/9/2014	Home	Dublin				33.61	10.00	22.00	Ministerial duties.
Mon 22/9/2014	Home	Regional				33.61	09.00	19.00	Regional duties.
Tues 23/9/2014	Home	Dublin				107.69	06.00		Ministerial duties
Wed 24/9/2014						107.69			cabinet meeting Department
Thurs 25/9/2014						33.61		21.30	Plongling Avenue Stadium.
Fri 26/9/2014	Home	Regional				33.61	07.00	18.30	Regional.
Sat 1/10/2014									
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€ 349.82	€		€ 349.82.

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€ -
NET AMOUNT DUE	€ 349.82.



Comhshool, Pabal agus Riaras Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 089864Y
HEADQUARTERS Nenagh Co. Tipperary COST CENTRE 010200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING
(To be completed by Claimant)

TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 511.69
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 511.69
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 511.69 ✓

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere
2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED] DATE 17/11/2014

4. SUPERIOR OFFICER'S CERTIFICATION

- I certify that:
- (i) I have examined and checked the above claim
 - (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
 - (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [Signature] DATE 17/11/2014

GRADE P. See

ACCOUNTS SECTION USE

Total due €
Examined: M. Finnan Date 21/11/14
Checked: [Signature] Date 21/11/14
[Signature] 18/11/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 14/10/2014									
Mon 20/10/2014	Home	Dublin				107.69 / 07.00			Cabinet meeting
Tues 21/10/2014						107.69 /			Dail / Dept Duties
Wed 22/10/2014						107.69 /			Dail
Thurs 23/10/2014	Dublin	Home				33.61 /	22.00		Dublin Castle - PRTS meeting
Fri 24/10/2014	Home	Sat 25/10/14 Dublin				107.69 / 07.00 33.61 / 24.00	16.30 25/10/14		Ministerial duties.
Sat 16/10/2014	Home	Regional				13.71 / 13.00	20.00		Regional ministerial duties
TOTALS	POST	PHONE	TOTAL KILOMETRES	TRAVEL	SUBSISTENCE	MISC	GRAND TOTAL		
	€	€		€	€	€	€ 511 69		

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under its proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(I) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€ 511.69

* worked 25/10/14 - when I was rostered off.



Travel & Subsistence Claim Form

1.	NAME (Block Capitals)	[REDACTED]	PERS. I.D. No.	089664Y
	HEADQUARTERS	Nenagh Co. Tipperary	COST CENTRE	010200
	HOME ADDRESS	[REDACTED]		
	GRADE	Civilian Driver	CAR CC (if applicable)	

2. SUMMARY OF CLAIM FOR WEEK ENDING
(To be completed by Claimant)

TRAVELLING EXPENSES

SUBSISTENCE ALLOWANCE

MISCELLANEOUS (taxi, fee, etc.) Please attach receipts

TOTAL € 4.377.61

LESS IMPREST RECEIVED (If any) €

BALANCE DUE € 437.61

DEPARTMENT OF ENVIRONMENT
COMMUNITY & LOCAL GOVERNMENT
- 3 DEC 2014

CLAIMANT'S CERTIFICATION

1. ~~At~~ certify that:

- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
- (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
- (iii) the particulars furnished herein are in all respects true
- (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☐

SIGNATURE

DATE _____

4. SUPERIOR OFFICER'S CERTIFICATION

i certify that:

- (i) I have examined and checked the above claim
(ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
(iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE

DATE _____

GRADE

ACCOUNTS SECTION USE

Total due € 437.61

Examiner: P. Ryan

Checked: M. Finnerly
asgk

Date _____

8

3/12/19

3/12/14

Version 1/06 Claim

1	2		3	4	5	6	7		8	
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST		SUBSISTENCE	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To			€	c				
Mon 24/11/2014	Home	Regional				33.61	08.00	19.30	Regional duties	24/11/11 covered + day.
Mon 17/11/2014	Home					107.69	07.30		Dept Week.	
Tues 18/11/2014						107.69			Dail	
Wed 19/11/2014						107.69			Water charges Annexeant	
Thurs 20/11/2014		Dublin				33.61		21.00	RTE Studios -Morning Ireland	
Fri 21/11/2014	Home	Regional				33.61	08.00	19.30	Regional duties.	
Sat 15/11/2014	Home	Regional				13.71.	16.30	22.45	Regional duties.	
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL		SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€	€	€	€ 437.61 ✓	

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

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- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€ —
NET AMOUNT DUE	€ 437.61 ✓



Comhaltas, Pobal agus Riosas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) Nenagh Co. Tipperary PERS. I.D. No. 089664Y
HEADQUARTERS Nenagh Co. Tipperary COST CENTRE 010200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING (To be completed by Claimant)

TRAVELLING EXPENSES

€

SUBSISTENCE ALLOWANCE

€

MISCELLANEOUS (COMMENT

€

Please attach receipts

TOTAL

€

LESS IMPREST RECEIVED (if any)

€

BALANCE DUE

€

3. CLAIMANT'S CERTIFICATION

1. I certify that:

- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
- (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
- (iii) the particulars furnished herein are in all respects true
- (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☐

SIGNATURE

DATE

15/12/2014

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE

DATE

15/12/2014

GRADE

ACCOUNTS SECTION USE

Total due € 464 37

Examined:

Checked:

Name

Date

18/12/14

19/12/14

19/12/14

Version 1/06 Claim

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 30/11/2014									
Mon 1/12/2014	Home	Dublin				107.69	07.00		Dept duties
Tues 2/12/2014						107.69			Ministerial duties
Wed 3/12/2014						107.69			Dail
Thurs 4/12/2014						107.69			Dept duties
Fri 5/12/2014	Dublin Home	Home Regional				33.61 <u>13.71</u>	18.30 → 12.00	18.00	Dail - Regional duties.
Sat 29/11/2014									
TOTALS	POST	PHONE	TOTAL KILOMETRES	TRAVEL	SUBSISTENCE	MISC	GRAND TOTAL		
	€	€		€	€	€	€	€ 478.08 €464.37	

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

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- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(i) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€ <u> </u>
NET AMOUNT DUE	€ 478.08 464.37

Note:

Only entitled to claim one allowance for Saturday 29th. is 10 hour allowance. Claim awarded. (Peter Smith 11/12/14)

Druck A Mos. Coffey

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: [Redacted]

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 089 6683

Car Reg: -

Engine CC: -

2. Subsistence details

From			To			Purpose of journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 8 hour rates
Date	Time	Location	Date	Time	Location					
23/7/14	9:00	Waterford	23/7/14	10:30	Dublin	Ministerial Duties			✓	✓ x33.61
24/7/14	8:00	"	24/7/14	6:00	Waterford	2			✓	✓ x33.61
25/7/14	9:00	Waterford	25/7/14	6:30	Waterford	4			4	✓ x13.71
26/7/14	10:00	"	26/7/14	1:00	"				✓	✓ 13.71

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [Redacted]

Date: 26/7/14

TOTAL: 94.64 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: *Richard Exon*

Private Secretary to Minister

Date: 29-9-14

Input on COREESS by: Name: _____

Date: _____

Cherian
2/10/14

28/10/14

M. Finner
3/10/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0396683

Car Reg: -

Engine CC: -

2. Substance details

From			To			Purpose of journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
6/8/17	9:10-2	Nagarkurnool	6/8/4	5:30-	Venkatapur	Muzeril Duhis				✓ X13.
7/8/4	10:00	Nagarkurnool	7/8/4	1:30-2	Sillipo	"		1 X 107-69		
8/8/4	10:00	Nagarkurnool	8/8/4	8:00	St. Augustine	"			✓ X3	3.61
9/8/4	10:00	Nagarkurnool	9/8/4	5:00	Nagarkurnool	"				✓ X13
								107-69	33.61	27-42

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature:

Date:

TOTAL: 168.72

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: _____

Private Secretary to Minister

Date:

29-9-14

Input on COREESS by: Name:

Date: _____

C Keenan
7/10/14

987123/12

M. Finnerly 3/10/14

SUBSISTENCE CLAIM FORM (for input into CORESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0896683

Car Reg: -

Engine CC: -

2. Subsistence details

From			To			Purpose of journey	No. of Km	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
11/8/14	9 am	Wexford	11/8/14	5 am	Wexford	Muskerini Dunes				✓ X13. 71
12/8/14	10 am	Wexford	12/8/14	7 am	Dublin	u				✓ X13. 71
13/8/14	10 am	Wexford	13/8/14	2 am	Dublin	n			✓ x33 61	
14/8/14	10 am	Wexford	14/8/14	3 am	Wexford	n				✓ X13. 71
15/8/14	9 am	Wexford	15/8/14	6 am	Wexford Limerick	u				✓ X13. 71
16/8/14	10 am	Wexford	16/8/14	4 am	Wexford	u				✓ X13. 71
									33.61	68.55

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: _____

Date: 17/8/14

TOTAL = 102.16 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: _____

Private Secretary to Minister

Date: 25-9-14

Input on CORESS by: Name: _____ Date: _____

C Keenan
21/9/14

987125/10/14

M. Finnerly 2/10/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0896683

Car Reg: -

Engine CC: -

2. Subsistence details

From			To			Purpose of journey	No. of Kays	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
25/8/14	9:00	Wicklow	25/8/14	8:00	Wicklow	Interspersed Duty				✓ x13.71
26/8/14	10:00	Wicklow	26/8/14	8:00	Dublin	"			✓ x33.61	
27/8/14	10:00	Wicklow	27/8/14	6:00	Wicklow	"				✓ x13.71
28/8/14	8:00	Wicklow	28/8/14	7:00	Dublin	"				✓ x13.71
29/8/14	8:00	Wicklow	29/8/14	11:00	Wicklow	"				✓ x13.71
30/8/14	9:00*	Wicklow	30/8/14	1:00	Wicklow	"				✓
									33.61	54.84

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: _____

Date: 21/8/14

TOTAL = 88.45

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: _____

Private Secretary to Minister

Date: _____

24-9-14

Input on COREESS by: Name: _____

Date: _____

C. Kenna

7/10/14

0896683/10

M. Finnerly
31/10/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

68166

1. Claimant's details (to be completed in block capitals)

Name:

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0896683

Car Reg: -

Engine CC: -

2. Subsistence details

From			To			Purpose of journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 8 hour rates
Date	Time	Location	Date	Time	Location					
15/9/14	10:00	Waterford	15/9/14	5:00	Waterford	Ministerial Duties				1 ✓
16/9/14	7:30	Waterford	16/9/14	11:00	Dublin			1		
17/9/14	8:00	Dublin	17/9/14	6:00	Dublin			1		
18/9/14	8:00	Dublin	18/9/14	10:30	Waterford				1	
19/9/14	7:30	Waterford	19/9/14	6:30	Waterford					1 ✓
								107.69		13.61
								22		2
								215.38	33.61	27.41 ✓

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been incurred solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature:

Date: 22/9/14

DEPARTMENT OF ENVIRONMENT
COMMUNITY & LOCAL GOVERNMENT
14 OCT 2014

TOTAL € 276.41 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature:

P. Finney
Private Secretary to Minister

Date: 6-10-14

Input on COREESS by: Name:

P. Finney

Date:

14/10/14

C. Keenan
10/10/14

C. Keenan
14/10

M. Finney
14/10/14

68167

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: - Payroll No: 0896683

Car Reg: -

Engine CC: -

[illegible]

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in connection with the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere.

Signature: _____

Date: 3/10/4

DEPARTMENT OF ENVIRONMENT
COMMUNITY & LOCAL GOVERNMENT

14 OCT 2014

ACCOUNTS

Total € 316.2

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: [Signature]
Private Secretary to Minister

Date: 6-10-14

Input on COREESS by: Name: J. L. C.

Date: 14/10/14

C Keenan
10/10/14

9876
1410

M. Finnerly
14/10/11

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: [Redacted] Grade: Civilian Driver Business Unit: MoS Office 10400
 Group No: - Payroll No: 0896683 ✓ Car Reg: - Engine CC: -

2. Subsistence details

From			To			Purpose of journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 6 hour rates	
Date	Time	Location	Date	Time	Location						
13/10/14	9.00	Waterford	13/10/14	24.00	Dublin	Ministerial Duties		1 ✓			
14/10/14	8.00	Dublin		20.00	Dublin			1 ✓			
15/10/14	8.00	Dublin		22.00	Dublin			1 ✓			
16/10/14	8.00	Dublin		23.00	Waterford				1 ✓		
17/10/14	9.00	Waterford		18.00	Waterford				1 ✓	13.71	
<div>DEPARTMENT OF ENVIRONMENT COMMUNITY & LOCAL GOVERNMENT 20 NOV 2014 ACCOUNTS</div>											
								30 107.69	10 33.61		
								323.07	10 13.71		

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [Redacted] ✓ Date: 15/10/14 € 370.39 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: [Signature] ✓ Date: 3-11-14 Input on COREESS by: Name: P. Lyan Date: 20/11/14.
 Private Secretary to Minister

[Signature] ✓
 19/11/14

[Signature]
 20/11/14

M. Finnelly
 20/11/14

68670

Name: _____

Business Unit: MoS Office

10400

Payroll No: 0896683

Car Reg: -

Engine CC: -

24.12.2014

DEPARTMENT OF ENVIRONMENT
COMMUNITY & LOCAL GOVERNMENT
20 MAY 2014
ACCOUNTS

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature:

Date: 2/11/17

± 28.52

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature:

Private Secretary to Minister

Date: 3-11-14

Input on COREESS by: Name:

Date: 02/11/14

Lance Lee ✓
18/4/14

28714
28714

M. Finnerly
20/11/14

69178

Name: _____

Business Unit: MoS Office

10400

Car Reg: -

Engine CC: -

[illegible]

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature:

Date: 2/0/17

₹ 316.21 ✓

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature:

Private Secretary to Minister

Date _____

4-12-14

Office of the Minister of State

Input on COREESS by: Name.

Def.

02 DEC 2014

Department of Environment,
Heritage and Local Government

M. Finnerty
19/12/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: [Redacted] Grade: Civilian Driver Business Unit: MoS Office 10400
 Group No: - Payroll No: 0895288 Car Reg: - Engine CC: -

2. Subsistence details

From			To		Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time					
14/3/14		BANT	14/03/14						
18/3/14	10.30	LIMINCH		9.30	DUBLIN / LIMINCH		1 x 107	69	
18/3/14	9.30	"		5.0	LIMINCH				1
20/3/14	9.30	"		5.0	"				1 x 13
21/3/14	9.30	"		5.0	"				1
							107.69		41.13

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [Redacted]

Date: 21/3/14

TOTAL: 148.82 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: [Redacted]

Private Secretary to Minister

Date: 26-3-14

Input on COREESS by: Name: _____ Date: _____

M. Finner 2/4/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: [REDACTED]

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895288

Car Reg: -

Engine CG: -

2. Subsistence details

Date	From Time	From Location	To Date	To Time	To Location	Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
3/3/14	930	Limerick	-	830	DUBLIN	UNIVERSITY		17		
1/4/14	730	LIMERICK	-	8.0	RAIL	UNIVERSITY		1	107-69	
2/4/14	730	"	-	830	RAIL	"		1		
3/4/14	730	"	-	1630	RAIL LIMERICK	"				1 X 13.71
4/4/14	930	Limerick	-	11.0	CARRICKLIMONICK	"			1 X 33.61	
								323.07	33.61	13.71

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [REDACTED]

Date: 5/4/2014

TOTAL = 370.39 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: [REDACTED]

Private Secretary to Minister

Date: 9-4-14

Input on COREESS by: Name: [REDACTED]

Date: [REDACTED]

Colm Keenan
15/4/14

M. Finnerly
17/4/14

SUBSISTENCE CLAIM FORM (for input into CORESS system)

1. Claimant's details (to be completed in block capitals)

Name: [REDACTED]

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895288

Car Reg: -

Engine CC: -

2. Subsistence details

From			To			Purpose of journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
12/5/14	930	Lunch	10/10	0930	MINISTERS			1	107-69	
13/5/14	730	CHARTER	9/10	0900	DAILY	DAILY		1	107-69	
14/5/14	730	"	9/30	"	"	"		1	107-69	
15/5/14	730	"	7/00	"	"	"			X	13-71
16/5/14	930	Lunch	6/30	Lunch	"	"				1 13-71

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [REDACTED]

Date: 18/5/2014

€350-49
AGM/PT 28/5/14

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: [REDACTED]

Private Secretary to Minister

Date: 20-5

Input on CORESS by: Name: _____

Date: _____

Colm Keenan
21/5/14

987K
29/5

M. Finney
29/5/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895288

Car Reg: -

Engine CC: -

2. Substance details

From			To			Purpose of journey ^a	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
19-5-14	730	Limerick	19-6 DUBLIN		HAINES TRS.			1 x 107	.69	
20-5-14	730	CRAKEE	9-12 / DAIL		D.J.M.S			1 x 107	.69	
21-5-14	730	"	730		I. Limerick	(I)			1 x 33	.61
22-5-14	730	"	8-10		Limerick	(L)			1 x 33	.61
23-5-14	830	Limerick	430		"	(I)				1 x 13.71
								215.38	67.22	13.71

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature:

Date: 2-15-19

TOTAL = 296.31 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature:

Arslan Khan
Private Secretary to Minister

Date: 28-4

Input on COREESS by: Name: _____ Date: _____

M. Finner
3/6/14

3/4

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name:

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895288

Car Reg: -

Engine CC: -

2. Subsistence details

From			To			Purpose of journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
25/6/14	9.30	Limerick	26/6/14	10.30	Ennis	MANISTHAS -		1		
26/6/14	7.30	CLARE	26/6/14	9.00	Ennis	OUTKES		1		
26/6/14	7.30	"	26/6/14	9.30	"	"		1		
26/6/14	7.30	"	26/6/14	7.00	"	"			X	1
27/6/14	9.30	Limerick	27/6/14	4.30	Limerick	"				1
										2 x 13-71
										3 x 107-69

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same pend has been, or will be made against another Government Department, or elsewhere

Signature

Date

27/6/14

€350-49

ASmyth

8/7/14

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature

Dealing Elym

Private Secretary to Minister

Date

8-7-14

Input on COREESS by: Name:

Date:

C Keenan
7/7/14

Croft
8/7/14

M. Finney
8/7/14

1. Claimant's details (to be completed in block capitals)

10400

Engine CC: -

[illegible]

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same pend has been, or will be made against another Government Department, or elsewhere

DEPARTMENT OF ENVIRONMENT
COMMUNITY & LOCAL GOVERNMENT

ACCOUNTS

Total = 444.47

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Date: 16-7

Input on CORESS by: Name: _____ Date: _____

C. Keenan
18/7/14

25/7/15

M. Finnerly
25/7/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)



Grade: Civilian Driver

Business Unit: MoS Office

10460

Payroll No: 0695200

Car Reg: -

Engine CC: -

2. Subsistence details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same pend has been, or will be made against another Government Department, or elsewhere.



Date, 25/1/2016

TOTAL = 350.49

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Private Secretary to Minister

Date: 20-1-14

Input on CORESS by Name. _____ Date _____

M. Finnen

4/2/14

S. Keenan
30/1/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Tom Condit

Grade: Civilian Driver

Business Unit: MoS Office

1540]

Payroll No: 0095288

Car Reg: -

Engine CC: -

2. Substance details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere.

Date _____

$$\text{TOTAL} = 364.20$$

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Private Secretary to Minister

Date: _____

Input on COREESS by: Name:

Date _____

M. Finnen's 18/2/14

Colin Kennedy
22/1/14

1. Claimant's details (to be completed in block capitals)

12416

Engine CC: •

[illegible]
$$2 \times 1371 =$$

27 42

Date _____

Date: _____

21-1-14

Input on COREESS by: Name:

Data

C Kuenen
22/1/14

M. Finnerty
24/1/14

Danea B. Milton Hogan

SUBSISTENCE CLAIM FORM (for input into COREESS system)

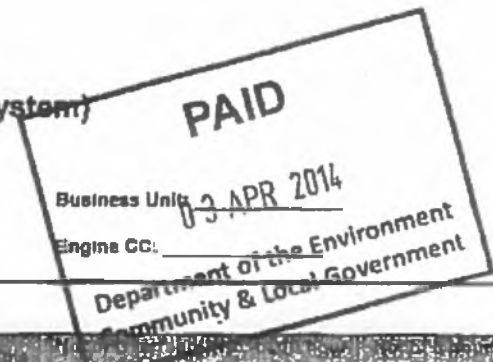
1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: CIVILIAN DRIVER

Group No: 101 Payroll No: 0894974

Car Reg: _____



2. Subsistence details

DATE	TIME	FROM	TO	TO	DATE	TIME	FROM	TO	DATE	TIME	FROM	TO	DATE	TIME	FROM	TO	DATE	TIME	FROM	TO
22-2-14	11 PM	DUB	KK	23-2	10 PM	KK	DUB	MINISTERIAL DUTIES					1				107-65			
24-2-14	6 PM	DUB	KK	24-2	12 MN	KK	DUB	"	"								107-65			
6-03	10 PM	DUB	CAVAM	7-03	2 PM	CAVAM	DUB	"	"				1				107-65			
7-03	5 PM	DUB	KK	8-03	10 AM	KK	DUB	"	"				1				107-65			
20-03	9 PM	DUB	KK	23-03	9 AM	KK	DUB	"	"				3				107-65			
23-03	3 PM	DUB	KK	24-03	3 PM	KK	DUB	"	"				1				107-65			

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: _____

Date: 25-03-14

4. Certification by Private Secretary

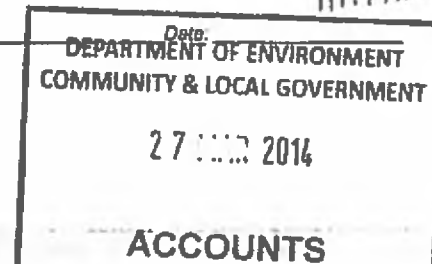
I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: E. A. K. K.

Private Secretary to Minister

Date: 24/3/14

Input on COREESS by: Name: _____



6767-54.

M. Finnerty
31/3/14

31/3

Colm Kenna
25/3/14

7. Claimant's details (to be completed in block capitals)

Name: _____

Grade: CIVILIAN DRIVER

Business Unit:

Group No: _____ Payroll No: 0894974

Car Reg: _____

Engine CC: _____

2. Subsistence details

[illegible]

107-69 x 7 = 753-87

13-71 x 1 = 13-71

E.767-54

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same pend has been, or will be made against another Government Department, or elsewhere

Signature: _____

Date: 1-7-14

$$\text{TOTAL} = 767.54$$

4 Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature _____

Eddie Kervin
Private Secretary to Minister

Date _____

30/6/14

Input on CORESS by Name:

Date _____

C. Keenan
30/6/14

2/2/15

M. Finnen 2/7/14

7. Defendant's details (to be completed in block capitals)

Grade: CIVILIAN DRIVER

Business Unit: _____

Car Reg: _____

Engine CC: _____

[illegible]

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same pend has been, or will be made against another Government Department, or elsewhere.

Date: 23-4-14

TOTAL = 538.45

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Date 1/5/14

Input on CORESS by Manio Date

9871275

Colin Kennedy
2/5/14

M. Finnerly
7/5/14

SUBSISTENCE CLAIM FORM (for Input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: CIVILIAN DRIVER

Business Unit: _____

Group No: 101 Payroll No: _____

Car Reg: _____

Engine CC: _____

2. Substance details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature _____

Date: 20-5-14

Total = 801.15

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: Eddie Kiern
Private Secretary to Minister

Date: 12/5/14

Input on CORESS by Name: _____ Date: _____

Colin Keenan
20/5/14

M. Finner 2/5/14

SUBSISTENCE CLAIM FORM (for input into CORESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: CIVILIAN DRIVER

Business Unit:

Group No: 101 Payroll No: 0394974

Car Reg:

ENGINE CC:

2. Substance details

[illegible]

1. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature _____

Date. 11-02-14

$$\text{TOTAL} = 781.25$$

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature®

Eddie Kevin
Private Secretary to Minister

Date _____

Date: 11/2/14

Input on CORESS by Name:

Deid

REES by Name: _____ Date: _____
 2/6/14 M. Finner 14/2/14

11

Name: _____

Business Unit: _____

Car Reg: _____

Engine CO. _____

[illegible]

5x104 69	1x33 6
----------	--------

538 45

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same pend has been, or will be made against another Government Department, or elsewhere

Signature.

Date. 14-1-14

TOTAL: 572.06

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature

Date: 11/17

Input on CORESS by Name. _____ Data. _____

Colin Keenan

17/1/14

M. Finley
21/1/14

1/27/80

SUBSISTENCE CLAIM FORM (for Input into COREESS system)

4798

1. Claimant's details (to be completed in block capitals)

Name: [REDACTED]

Grade: CIVILIAN DRIVER

Business Unit: 010200

Group No: 101 Payroll No: _____

Car Reg: _____

Engine CC: _____

2. Subsistence details

Date	From	Time	Location	Date	To	Time	Location	Purpose of journey	No. of Km	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
31-10		2pm	DUB → MAYO	1-11		8pm	MAYO → DUB	MINISTERIAL DUTIES		1		1
3-11		9am	DUB → KK	4-11		12MN	KK → DUB	" "		1	1	
16-11		2pm	DUB → DERRY	18-11		2pm	KK → DUB	" "		2		
29-11		2pm	DUB → WD → KK	2-12		2pm	KK → DUB	" "		3		

3. Claimant's certification

certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [REDACTED]

Date: 3-12-13

7x107 69 = 753 83 1x37 61, 1x13 71

TOTAL 801 15 7/1/14

4. Certification by Private Secretary

certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: Eddie Keenan

Private Secretary to Minister

Date: 6/12/13

6/12/13

Colm Keenan
3/1/14

Input on COREESS by: Name _____

Date _____

20/1/14

DRIVER B - MINISTER KELLY



Comhshaoil, Pobal agus Rannas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

0896675

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 0950858
HEADQUARTERS Custom House & Nenagh COST CENTRE 01200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING Fri 25th July
(To be completed by Claimant)
TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 188.62
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 188.62
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 188.62

3. CLAIMANT'S CERTIFICATION
1. I certify that:
(i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
(ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
(iii) the particulars furnished herein are in all respects true
(iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒

REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED]

DATE 26/8/14

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:
(i) I have examined and checked the above claim
(ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
(iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE Colum Kieran

DATE 26/8/14

GRADE APD

ACCOUNTS SECTION USE

Name

Date

Examined: [Signature]

28/8/14

Total due € 188.62

Checked: M. Finnerly

28/8/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 1/120									
Mon 21/7/2014	Home	Working Local Areas				33.61 ✓	0800	2000	Ministerial work
Tues 22/7/2014	Home	Home Dublin				141.30 ✓	0700	20,00 on 23/7/14	Ministerial work
Wed 1/120								✓	
Thurs 1/120									
Fri 1/120									
Sat 19/7/2014	Home	Cork				13.71 ✓	0930	1500	Ministerial work
TOTALS	POST	PHONE	TOTAL KILOMETRES	TRAVEL	SUBSISTENCE	MISC	GRAND TOTAL		
	€	€							
				€	€188.62	€	€	188.62	

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€



Comhaltas, Pobal agus Rialtas Áiríúil
Environment, Community and Local Government

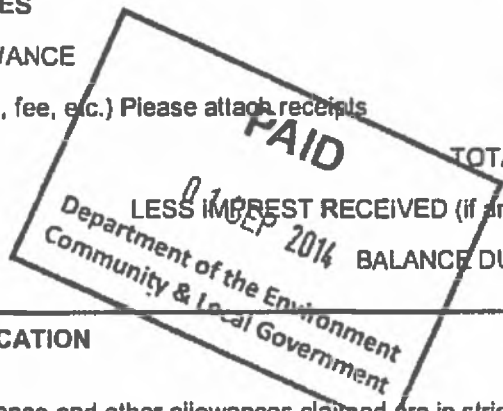
DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 0950858
HEADQUARTERS Custom House & Nenagh COST CENTRE 01200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING
(To be completed by Claimant)

TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 114.54
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 114.54
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 114.54



3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED] DATE 26.8.14 ✓

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE Colm Keenan DATE 26/8/14 ✓
GRADE AP2

ACCOUNTS SECTION USE

Total due € 114.54

Examined: Rosa Smyth 28/8/14
Checked: M. Finnen 28/8/14

28/8/14 ✓

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 17/8/2014	Home	Dublin				33.61 ✓	0900	20.00	Ministerial work.
Mon 18/8/2014	Home	Dublin				13.71 ✓	0630	13.15	Ministerial Work.
Tues _/_/20_									
Wed _/_/20_									
Thurs 21/8/2014	Home	Dublin				33.61 ✓	0930	19.30	Ministerial work
Fri 22/8/2014	Home	Dublin				33.61 ✓	10.00	20.00	Ministerial Work
Sat _/_/20_									
TOTALS	POST	PHONE	TOTAL KILOMETRES	TRAVEL	SUBSISTENCE	MISC	GRAND TOTAL		
	€	€						€	€

PAID
01 SEP 2014
Department of the Environment
Community & Local Government

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€



Comhaltas, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

67600

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 8950858
HEADQUARTERS Custom House & Nenagh COST CENTRE 01200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING Fri 29th Aug 14
(To be completed by Claimant)
TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 148.15
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 148.15
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 148.15

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily incurred solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED] DATE 29.8.14.

4. SUPERIOR OFFICER'S CERTIFICATION

- I certify that:
- (i) I have examined and checked the above claim
 - (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
 - (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED] DATE 29/8/14
GRADE [REDACTED]

ACCOUNTS SECTION USE

Total due € 148.15

Examined: Rosce Smyth Date 4/9/14
Checked: M. Finnerty Date 8/9/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun _ / _ /20_									
Mon _ / _ /20_									
Tues 26/8/2014	Nenagh (Home)	Customs Hse Dublin				33.61 ✓	15.00 0800	17:30 018.30	Ministerial Work
Wed 27/8/2014	Home	Nenagh and Surrounding Areas				33.61 ✓	0800	20:30 08-30	Ministerial Work
Thurs 28/8/2014	Home	Thurles, Nenagh				33.61 ✓	0800	08.50	Ministerial Work.
Fri 29/8/2014	Home	Nenagh + Tipp Town				33.61 ✓	0800	1800	Ministerial Work
	Home	Nenagh-Portree				13.71 ✓	21.30	0230	Ministerial Work
Sat _ / _ /20_								119114.	
TOTALS	POST	PHONE	TOTAL KILOMETRES	TRAVEL	SUBSISTENCE	MISC	GRAND TOTAL		
	€	€					€	148.15	€ 148.15

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(i) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€



Comhairle, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 0950858
HEADQUARTERS Custom House & Nenagh COST CENTRE 01200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING Fri 5th Sept
(To be completed by Claimant)
TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 256.04
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 256.04
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 256.04 255.84

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒

REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED]

DATE 5/9/14

4. SUPERIOR OFFICER'S CERTIFICATION

- I certify that:
- (i) I have examined and checked the above claim
 - (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
 - (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE C Keenan

DATE 17/9/14

GRADE AP12

ACCOUNTS SECTION USE

Name

Date

Total due € 255.84

Examined: M. Finner

22/9/14

Checked: 98716

22/9/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 1/120									
Mon 1/12/2014	Home	Nenagh, Newport				33.61	0800	2000	Ministerial Work.
Tues 2/12/20	Home	Dublin HQ	(STAYED over night)			141.30	0800	20.00 on (3.9.4)	Ministerial Work
Wed 1/120						(107.69 + 33.61)			
Thurs 4/12/2014	Home	Nenagh/Rosegreen Kethard				33.61	0800	2000	Ministerial Work.
Fri 5/12/2014	Home	Nenagh/ Roscrea/Nenagh				33.61	0800	2000	Ministerial Work.
Sat 30/12/2014	Home	Proide				13.71	21.30	02.30	Ministerial Work
TOTALS	POST	PHONE	TOTAL KILOMETRES	TRAVEL	SUBSISTENCE	MISC	GRAND TOTAL		
	€	€					€	€	€ 256.84

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€ 255.84
NET AMOUNT DUE	€



Comhshaoil, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 0958858
HEADQUARTERS Custom House & Nenagh COST CENTRE 01200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING 19/9/14
(To be completed by Claimant)
TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 404
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 404
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 404

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒

REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED]

DATE 19/9/14

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED]

DATE 29/9/14

GRADE P. Sec

ACCOUNTS SECTION USE

Name

Date

Examined: M. Finnerly

30/9/14

Total due € 404.00

Checked: [REDACTED]

30/9/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun _1_/20_									
Mon 15/9/2014	Home	Wexford/ Dublin	(STAYED OVER 3 nights) + 1 DAY			356.68	08.00 (15/9/14)	23.50 (18/9/14)	Ministerial work
Tues _1_/20_				107.64 X 3 + 3	33.61				
Wed _1_/20_									
Thurs _1_/20_									
Fri 12/9/2014	Home	Menagh/ Surrounding Areas				33.61	08.00	20.00	Ministerial work.
Sat 13/9/2014	Home	Menagh				€13.71	20.30	01.30	Ministerial Work
TOTALS	POST	PHONE	TOTAL KILOMETRES	TRAVEL	SUBSISTENCE	MISC	GRAND TOTAL		
	€	€		€	€404	€	€	€404	

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 8(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€



Comhshaoil, Pobal agus Riannas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL GOVERNMENT

Travel & Subsistence Claim Form

1.	NAME (Block Capitals)	<u>[REDACTED]</u>	PERS. I.D. No.	<u>0050858</u> <u>089665</u>
	HEADQUARTERS	<u>Custom House & Nenagh</u>	COST CENTRE	<u>01200</u>
	HOME ADDRESS	<u>[REDACTED]</u>		
	GRADE	<u>Civilian Driver</u>	CAR CC (if applicable)	<u></u>

2. SUMMARY OF CLAIM FOR WEEK ENDING 3/10/14
(To be completed by Claimant)

TRAVELLING EXPENSES	€	<u></u>
SUBSISTENCE ALLOWANCE	€	<u>397.48</u>
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts	€	<u>129</u>
TOTAL	€	<u>526.48</u>
LESS IMPREST RECEIVED (if any)	€	<u></u>
BALANCE DUE	€	<u>526.48 458.92</u>

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere
2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒

REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED]

DATE 3/10/14

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED]

DATE

GRADE Asst

ACCOUNTS SECTION USE

	Name	Date
Examined:	<u>M. Finnerly</u>	<u>15/10/14</u>
Checked:	<u>[REDACTED]</u>	<u>15/10/14</u>

Total due € 458.92

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 28/9/2014	Dublin	Home				13.71	010,00	15,00	Ministerial work
Mon 29/9/2014	Home	Dublin				33.61	0800	20,00	"
Tues 30/9/2014	Home	Dublin				107.69	0800	20,00	"
Wed 1/10/2014	Dublin	Armagh + Dublin				107.69	0800	20,00	"
Thurs 2/10/2014	Dublin	Limerick				33.61	0800	20,00	"
Fri 3/10/2014	Home	Limerick Borrisokane				33.61	0800	20,00	"
	Home	Ballina				13.71	20,30	01,45	"
Sat 27/9/2014	Home	Dublin				53.95 1/2 of overnight Plus LOAF HOTEL (129)	0800	20,00	"
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€ 458.92 526.48	€		€ 526.48

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(i) of Circular 11/82.
- Column 8 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€ 458.92



Copy Invoice

Billing Address
Booking.Com
CITYWEST

Room Number: 127
Arrival Date: 27/09/2014
Departure Date: 28/09/2014
Booking Ref: 1083160-1
Invoice Number: 115505
Page 1 of 1
User ID: LOU
VAT Number: 9651489Q
To Ref Number: 258127891

Home Address

Date/Time	Description	Ex-Tax	Tax	Total Charge
27/09/2014 03:39:59	Room Only(Room [REDACTED])	118.35	10.65	129.00
27/09/2014 14:34:52	Visa Card	0.00	0.00	-129.00
Totals		118.35	10.65	0.00

VAT DETAIL

Description	Ex-Tax Value	Tax Paid
STD	118.35	10.65

Total Ex Tax: 118.35 Total Tax Paid: 10.65

TOTAL DUE: 0.00



Kingswood Village, Naas Road, Dublin 22 Ireland
T: + 353 (0) 1 461 9900 F: + 353 (0) 1 461 9910 E: info.citywest@maldronhotels.com
Central Reservations 1850 885 885 www.maldronhotels.com

Citywest Restructuring Limited, Registered in Ireland No. 38428148, C/O KPMG
Restructuring 1 Stokes Place, St Stephen's Green, Dublin 2, Ireland Directors M. Madigan, N. McNamara



Comhshool, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 0880000
HEADQUARTERS Custom House & Nenagh COST CENTRE 087675
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable) 01200

2. SUMMARY OF CLAIM FOR WEEK ENDING (To be completed by Claimant)

TRAVELLING EXPENSES

€

SUBSISTENCE ALLOWANCE

€

MISCELLANEOUS (rent, fee, etc.) Please attach receipts

€

TOTAL €

LESS IMPREST RECEIVED (if any) €

BALANCE DUE €

3. CLAIMANT'S CERTIFICATION

1. I certify that:

- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
- (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
- (iii) the particulars furnished herein are in all respects true
- (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒

REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED]

DATE 31.10.14

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED]

DATE 3/11/14

GRADE P. Sec

ACCOUNTS SECTION USE

Total due € 296.31

Examined: [Signature]

Checked: [Signature]

Date

4/11/14

4/11/14

4/11/14

Version 1/06 Claim

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 1/120									
Mon 27/10/20	Home	Dublin Airport				13.71 ✓ 0800	15.30		Ministerial Work
Tues 28/10/20	Home	Dublin HQ	{ 2 overn jts }			107.69 01000	14.00		Ministerial Work
Wed 29/10/20	Dublin	HQ Dublin				107.69 08000	08.45		Ministerial Work
Thurs 30/10/20	Dublin HQ	Home				33.61 ✓ 0800	20.00		Ministerial Work
Fri 31/10/20	Home	Monaghan + Surrounding Area				33.61 ✓ 0800	20.00		Ministerial Work
Sat 1/120									
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC	GRAND TOTAL	
	€	€			€	€ 296.31 ✓		€ 296.31 ✓	

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€ 296.31 ✓



Comhaltas, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 0896675
HEADQUARTERS Custom House & Nenagh COST CENTRE 01200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING
(To be completed by Claimant)

TRAVELLING EXPENSES

€

SUBSISTENCE ALLOWANCE

€

MISCELLANEOUS (taxi, fee, etc.) Please attach receipts

€

TOTAL € 478.08

LESS IMPREST RECEIVED (if any) €

BALANCE DUE € 478.08

Cover week.
Gerald Statterton
Annual leave

3. CLAIMANT'S CERTIFICATION

1. I certify that:

- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
- (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
- (iii) the particulars furnished herein are in all respects true
- (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒

REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED]

DATE 7/11/14

4. SUPERIOR OFFICER'S CERTIFICATION

I certify that:

- (i) I have examined and checked the above claim
- (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
- (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED]

DATE 10/11/14

GRADE P Sec

ACCOUNTS SECTION USE

Name

Date

Total due

€ 478.08

Examined:

M. Finnerly

20/11/14

Checked:

[REDACTED]

[REDACTED]

[REDACTED]
P/11/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 1/12/20									
Mon 3/11/2014	Home	HQ Dublin	{ STAYED in Dublin			107.69	0800	016,30	Ministerial Work.
Tues 4/11/2014	Dublin		{ FOR			107.69	08.30	09.15	Ministerial Work
Wed 5/11/2014	Dublin		{ 3 nights			107.69	08.30	09.15	Ministerial Work
Thurs 6/11/2014	Dublin	Cork	{ STAYED in Cork for night			107.69	13.30	16,00	Ministerial Work
Fri 7/11/2014	CORK	HOME	PAID 24 Nov 2014 of the Environ. Local C.			33.61	01,45	18,00	Ministerial Work
	HOME	Nenagh				13.71	20,00	01,30	
Sat 1/11/2014	Home	Birdhill Galina			13.71	20,00	02,45	Ministerial Work.	
TOTALS	POST	PHONE	TOTAL KILOMETRES	TRAVEL	SUBSISTENCE		MISC		GRAND TOTAL
	€	€			€ 478.08 ✓		€ 478.08		

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The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
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- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€

Cover wk
On Annual leave.



Comhaisle, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 0896875
HEADQUARTERS Custom House & Nenagh COST CENTRE 01200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (if applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING 14/11/14
(To be completed by Claimant)
TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 350.66
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 350.66
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 350.66 / ✓

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere
2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒

REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED] DATE 14.11.14

4. SUPERIOR OFFICER'S CERTIFICATION

- I certify that:
- (i) I have examined and checked the above claim
 - (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
 - (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED] DATE 25/11/14

GRADE P. See

ACCOUNTS SECTION USE

Name

Date

Examined: M. Finnerty 3/12/14

Total due € 350.66

Checked: [REDACTED] 3/12/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST		SUBSISTENCE		PURPOSE OF JOURNEY (State other officers present)
	From	To			€	c	€	c	
Sun 1/20									
Mon 10/11/2014	Home	Dublin HQ	{ STAYED in Dublin X 2 Nights }		107.69		08.00	13.30	Ministerial Work
Tues 11/11/2014	DUBLIN				107.69		08.00	21.00	" "
Wed 12/11/2014	HQ Dublin	Sligo	(STAYED in Sligo)		53.85		19.00	21.30	* Claiming Half Rate as PS Paid Hotel.
Thurs 13/11/2014	Sligo	Home			33.61		10.30	22.45	" "
Fri 14/11/2014	Home	Denagh			33.61		08.00	22.30	" "
Sat 8/11/2014	Home	Denagh			13.71		20.00	02.20	Ministerial Work
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€ 350.16 350.16	€		€ 350.66

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- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€

Private Sec Covered Room in
Sligo I am Claiming Half
my overnight ~~claim~~:



Comhshuíl, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 0896675
HEADQUARTERS Custom House & Nenagh COST CENTRE 01200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (If applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING 29/11/14
(To be completed by Claimant)
TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 296-48
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 296-48
LESS IMPREST RECEIVED (If any) € 295-98
BALANCE DUE € 296-48

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere
2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒

REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED]

DATE 29/11/14

4. SUPERIOR OFFICER'S CERTIFICATION

- I certify that:
- (i) I have examined and checked the above claim
 - (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
 - (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [REDACTED]

DATE 29/11/14

GRADE

ACCOUNTS SECTION USE

Name

Date

Total due € 295-98

Examined: M. Finnen

3/12/14

Checked: [REDACTED]

3/12/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
SAT 29/11/2014	Home	Dublin				33-61	0800	1830	Ministerial Work
Mon 24/11/2014	Ger Slattery and	Done a Sloop day	1 Done				24/11/14		Done SAT 29/11/14
Tues 25/11/2014	Home	HQ Dublin				107-69	0800	2000	Ministerial Work
Wed 26/11/2014	Dublin	Home				33-61	0800	2000	Ministerial Work
Thurs 27/11/2014	Home	Kilkenny				53-85 54-35	Private Claiming 1/2 of overnight		Sec covered Hotel 2000 Ministerial Work
Fri 28/11/2014	Kilkenny	Home				33-61	0800	2000	Ministerial Work
Sat 22/11/2014	Home	For HQ HQ/ Ballycommon Portloe				33-61	0800	2000	Ministerial Work
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€ 246.48	€		€ 295.98

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- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€ 295.98
NET AMOUNT DUE	€



Comhshaoil, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government

DEPARTMENT OF THE ENVIRONMENT, COMMUNITY AND LOCAL
GOVERNMENT

Travel & Subsistence Claim Form

1. NAME (Block Capitals) [REDACTED] PERS. I.D. No. 0896675
HEADQUARTERS Custom House & Nenagh COST CENTRE 01200
HOME ADDRESS [REDACTED]
GRADE Civilian Driver CAR CC (If applicable)

2. SUMMARY OF CLAIM FOR WEEK ENDING 12/12/14
(To be completed by Claimant)
TRAVELLING EXPENSES €
SUBSISTENCE ALLOWANCE € 478.08
MISCELLANEOUS (taxi, fee, etc.) Please attach receipts €
TOTAL € 478.08
LESS IMPREST RECEIVED (if any) €
BALANCE DUE € 478.08

3. CLAIMANT'S CERTIFICATION

1. I certify that:
- (i) the subsistence and other allowances claimed are in strict accordance with the relevant regulations*
 - (ii) the expenses charged have been actually and necessarily disbursed solely in relation to the public service
 - (iii) the particulars furnished herein are in all respects true
 - (iv) no claim in respect of the same period has been or will be made against another Government Department or elsewhere

2. If higher class of subsistence is being claimed, please give reason:-

3. If the journey was EU-related and if a refund is due to the Department, please tick the appropriate boxes

EU-RELATED YES ☐ NO ☒ REFUND DUE YES ☐ NO ☐

SIGNATURE [REDACTED] DATE 12/12/14

4. SUPERIOR OFFICER'S CERTIFICATION

- I certify that:
- (i) I have examined and checked the above claim
 - (ii) the particulars furnished thereon are correct and in strict accordance with the relevant regulations*
 - (iii) the expenses incurred were wholly and necessarily incurred by the officer in the actual discharge of his/her official duties

SIGNATURE [Signature] DATE 12/12/14
GRADE P-Sec

ACCOUNTS SECTION USE

Name

Date

Total due € 478.08

Examined: M. Finnen

16/12/14

Checked: [Signature]

16/12/14

1	2		3	4	5	6	7		8
DATE	JOURNEY		Car/Train /Bus	No of Kilometres & Rates	COST € c	SUBSISTENCE € c	Time Dep.	Time Arr.	PURPOSE OF JOURNEY (State other officers present)
	From	To							
Sun 1/12/20									
Mon 8/12/2014	Home	HQ Dublin				107.69	0800	20,00	Ministerial Work
Tues 9/12/2014	Dublin	HQ Dublin				107.69	0730	00.15	Ministerial Work
Wed 10/12/2014	Dublin	HQ Dublin				107.69	07.30	20.00	Ministerial Work.
Thurs 11/12/2014	DUBLIN Home	PER L. KELLY ON 16/12/14. HQ Dublin (M.F.)				107.69	0800	20.00	Ministerial Work
Fri 12/12/2014	Dublin	Home				33.61	0730	20.00	Ministerial Work.
Sat 6/12/2014	Home	Ballina/ Kilaloe				13.71	15,00	20.00	Ministerial Work
TOTALS	POST	PHONE	TOTAL KILOMETRES		TRAVEL	SUBSISTENCE	MISC		GRAND TOTAL
	€	€			€	€478.08	€		€478.08

* The Regulations must be strictly observed, note in particular Circular 11/82. Any neglect in this regard will cause correspondence and inconvenience and will delay the processing of the claim. Where as part of an official journey an officer is entertained to free meals and/or accommodation, details of same should be submitted with this claim.

The following should be observed in relation to the above numbered columns:

- Column 7 - Time of departure from and arrival at residence or headquarters should always be given.
- Column 1 & 2 - A return journey not made on the same day as an outward journey should be shown under it's proper date.
- Column 3 - In all cases state mode of conveyance and, where appropriate, class of rail and/or cc of private car.
- Column 3 & 4 - Where it is practicable to do so, the cheapest and shortest period tickets should be availed of. Distance in kilometres from Headquarters to the town nearest destination should be given only where private or hired vehicle is used and local distance travelled should be indicated separately. In this regard each officer who necessarily uses his/her own transport on official business should sign the form of undertaking set out in paragraph 9(1) of Circular 11/82.
- Column 6 - If foreign currency is being quoted on claim form, the rate of exchange at the time of travel should be quoted.
- Column 8 - Please state whether any other officer attended at the same location on the same date(s) and whether transport was shared.

LESS IMPREST	€
NET AMOUNT DUE	€

PAID
18 Dec 2014
Department of the Environment
Community & Local Government

Margaret Finnerty - (DECLG)

From: Larry Kelly - (DECLG)
Sent: 16 December 2014 12:16
To: Margaret Finnerty - (DECLG)
Subject: [REDACTED]

Margaret

I can confirm that Minister Kelly stayed in Dublin from Monday 8th – Friday 12th December 2014. Therefore his driver [REDACTED] was staying in Dublin on the nights of the 8th, 9th & 10 & 11th December 2014.

Larry Kelly
Private Secretary
Minister of the Environment,
Community & Local Government
Custom House
Dublin 1

Tel: 01 – 8882403
Fax: 01 - 8788640
Email: larry.kelly@environ.ie



SUBSISTENCE CLAIM FORM (for input into COREESS system)

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0896713

Car Reg: *

Engine CC: -

[illegible]

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature.

Date: 9-16-14

TOTAL = 107.69

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature _____

Private Secretary to Minister

Date: _____

10-10-14

Input on COREESS by: Name

Date.

Colby Keenan
13/10/14

M. Finnerty
15/10/14
CF/16/10

SUBSISTENCE CLAIM FORM (for input into CORESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: - Payroll No: 0896713

Car Reg: - 08 CF

Engine CC: -

2. Subsistence details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: _____

Date: 9-10-14

TOTAL = 356.68 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: G/12/128 [Signature]
Private Secretary to Minister

Date: 10-10-14

Input on CORESS by Name: _____ Date: _____

m. Finnerly
15/10/14

98716510

68672

10400

Engine CC: -

From			To			Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
6-10-14	8-30	Wexford/DUBLIN	6-10-14	19-00	DUBLIN	MINISTERIAL DUTIES		1		
7-10-14	8-00	DUBLIN	7-10-14	20-00	DUBLIN	-		1		
8-10-14	8-00	DUBLIN	8-10-14	22-00	DUBLIN	-		1		
9-10-14	7-30	DUBLIN	9-10-14	23-00	DUBLIN			1		
10-10-14	7-00	DUBLIN	10-10-14	21-00	DUBLIN				1	
		DUBLIN								
<div style="border: 1px solid black; padding: 5px; text-align: center;"> DEPARTMENT OF ENVIRONMENT COMMUNITY & LOCAL GOVERNMENT 20 NOV 2014 ACCOUNTS </div>										
							4 @ 107.69	1 @ 33.61		
							€ 430.76	€ 33.61		

Date: 4-11-14

€ 464.37

Date: 02/24/14

✓
er
Date: 4-11-14
Lanceley
1P/4/14 ✓

2016
2017

M. Finner
20/11/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

68672

1. Claimant's details (to be completed in block capitals)

Name: [Redacted] Grade: Civilian Driver Business Unit: MoS Office 10400
 Group No: - Payroll No: 0896713 ✓ Car Reg: - Engine CC: -

2. Subsistence details

From			To			Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
20-10-14	18-30	DUBLIN	20-10-14	19-00	WATERFORD	MINISTERIAL DUTIES			1	
21-10-14	7-00	DUBLIN	21-10-14	22-00	DUBLIN	-		1		
22-10-14	7-30	DUBLIN	22-10-14	23-00	DUBLIN	-		1		
23-10-14	8-00	DUBLIN	23-10-14	22-00	DUBLIN	-			1	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> DEPARTMENT OF ENVIRONMENT COMMUNITY & LOCAL GOVERNMENT 20 NOV 2014 ACCOUNTS </div>										
								2 @ 107.69	2 @ 33.61	
								€ 215.38	€ 67.22	

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [Redacted] ✓ Date: 4-11-14 € 282.60 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: [Redacted] ✓ Date: 4-11-14 Input on COREESS by: Name: P. Ryan Date: 20/11/14
 Private Secretary to Minister

[Redacted] ✓
 19/11/14

CRB
 20/11/14

M. Finnelly
 20/11/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

69179

1. Claimant's details (to be completed in block capitals)

Name: [Redacted] Grade: Civilian Driver Business Unit: MoS Office 10400
 Group No: - Payroll No: 0896713 Car Reg: - Engine CC: -

2. Subsistence details

From			To			Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
3-11-14	8-30	WATERFORD	3-11-14	21-30	WATERFORD	MINISTERIAL DUTIES			1	
4-11-14	7-30	"	4-11-14	24-30	DUBLIN	"		1		
5-11-14	7-30	DUBLIN	5-11-14	23-00	CLARE	"		1		
6-11-14	7-30	CLARE	6-11-14	21-00	WATERFORD	"			1	
7-11-14	8-30	WATERFORD	6-11-14	19-00	WATERFORD	"			1	
								2 @ 107.69	3 @ 33.61	
								(215.38	(100.83	

DEPARTMENT OF ENVIRONMENT
COMMUNITY & LOCAL GOVERNMENT
18 DEC 2014
ACCOUNTS

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [Redacted] Date: 2-12-14

(316.21 ✓

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: Asling Elom Date: 4-12-14
 Private Secretary to Minister

Input on COREESS by: Name: Asling Elom Date: 19/12/14
 M. Finnan 19/12/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

609167

1. Claimant's details (to be completed in block capitals)

Name: [Redacted] Grade: Civilian Driver Business Unit: MoS Office 10400
 Group No: - Payroll No: 0896713 Car Reg: - Engine CC: -

2. Subsistence details

From			To			Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 8 hour rates
Date	Time	Location	Date	Time	Location					
17-11-14	7-30	WATERFORD	17-11-14	20-30	WATERFORD	MINISTERIAL DUTIES			1	
18-11-14	7-30	-	18-11-14	21-00	DUBLIN	-		1		
19-11-14	8-00	DUBLIN	19-11-14	23-00	DUBLIN	-		1		
20-11-14	7-30	DUBLIN	20-11-14	20-30	DUBLIN	-		1		
21-11-14	9-30	Dublin	21-11-14	23-00	WATERFORD	-			1	
								3 @ 107.69	2 @ 33.61	
								€ 323.07	€ 67.22	

DEPARTMENT OF ENVIRONMENT
COMMUNITY & LOCAL GOVERNMENT
17 DEC 2014
ACCOUNTS

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: [Redacted] Date: 2-12-14. € 390.29

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: Aisling O'Brien Date: 4-12-14 Input on COREESS by: Name: [Redacted] Date: 16/12/14
 Private Secretary to Minister

987k
10/12/14
M. Finneny
19/12/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

Name: _____

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895431

Car Reg: -

Engine CC: -

[illegible]

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been or will be made against another Government Department, or elsewhere

Signature:

Dale.

$$\text{TOTAL} = 1464.37$$

4. Confidentiality Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature:

Private Secretary to Minister

Date:

4-3

Input on COREESS by: Name:

Date _____

M. Finnerty
11/3/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895431

Car Reg: -

Engine CC: -

2. Subsistence details

[illegible]

3. Clalman's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere.

Signature _____

Date: 19/03/14

TOTAL = 336-78

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature:

Private Secretary to Minister

Date:

24-3

Input on CORESS by: Name:

Date _____

9876
2+13

M. Finnerty
27/3/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)**1. Claimant's details (to be completed in block capitals)**

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895431

Car Reg: -

Engine CC: -

2. Substance details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been or will be made against another Government Department, or elsewhere

Signature:

Date:

TOTAL: 370.39

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature:

Private Secretary to Minister

Date: _____

15-4

Input on COREESS by: Name.

Date _____

m. Finnerly
23/4/14

M. Finnerly
12/6/14
Oglet 12/6/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: [REDACTED]

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895431

Car Reg: -

Engine CC: -

2. Subsistence details

From			To			Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
2/6/14		Sligo				Ministerial Duties				
3/06/14	8.00	Limerick	21.00		Dublin			1 x 107	69	
4/06/14	7.30	Dublin	21.30		Dublin			1 x 107	69	
5/06/14	7.30	Dublin	22.00		Limerick				1 x 33	61
6/06/14	8.30	Limerick	17.30		Limerick					8 x 13 = 71
								215-38	33.61	13.71

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been made against another Government Department, or elsewhere

Signature: [REDACTED]

Date: 10/06/14

TOTAL = 262.70

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: [REDACTED]

Private Secretary to Minister

Date: 10-6

Input on COREESS by Name: _____ Date: _____

C Keenan
12/6/14

M Finnerty
16/6/14 287/12 16/6

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name:

Grade: Civilian Driver

Business Unit MoS Office

10400

Group No: -

Payroll No: 0895431

Car Reg: -

Engine CC: -

2. Substance details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been or will be made against another Government Department, or elsewhere

Signature _____

Dale

$$\text{TOTAL} = 350.49$$

4. Certified Private Secretary

I certify that I have examined and checked the above claim, (i) the particulars furnished thereon are correct and in accordance with the relevant regulations and (ii) the expenses incurred were disbursed solely in relation to the public service.

Signature:

Private Secretary to Minister

Date:

Input on COREESS by: Name: _____ Date: _____

M. Finnelly
25/6/14
25/6

SUBSISTENCE CLAIM FORM (for input into CORESS system)

1. Claimant's details (to be completed in block capitals)

Names:

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0395431

Car Reg:

Engine CC: -

2. Substance details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature:

Date:

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: _____

Private Secretary to Minister

Date:

Input on CORESS by: Name:

Date: _____

SUBSISTENCE CLAIM FORM (for Input into CORESS system)**1. Claimant's details (to be completed in block capitals)**

Name:

Grade: Civillian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895431

Car Reg: -

Engine CC: -

2. Subsistence details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature:

Date:

TOTAL: 370.39 ✓

4. Certified [redacted] Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature

Date:

Input on COREESS by: Name: _____ Date: _____

Private Secretary to Minister
**Department of Environment
Community & Local Government**

16 JUL 2014

Date: 8-7-14

Input on COREESS by: Name: _____ Date: _____

C. Keenan
17/7/14

987
18/7/14

m. Finnen
18/7/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capital)

Grade: Civilian Driver

Business Unit: MoS Office

10400

Payroll No: 0896431

Car Reg: -


Engine CC: -

2. Substance details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same pend has been, or will be made against another Government Department, or elsewhere



3/01/14

TOTAL: 350.49

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Priling En-

Private Secretary to Minister

4-2-14

14/11

14/2/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

64821

1. Claimant's details (to be completed in block capitals)

Name:

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0885431

Car Reg: -

Engine CC: -

2. Subsistence details

From			To			Purpose of Journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 5 hour rates
Date	Time	Location	Date	Time	Location					
16/12/13	9.00	Limerick	-	22.30	Dublin	Non-ferried duties		1		
17/12/13	7.30	Dublin	-	22.00	Dublin	"		1		
18/12/13	7.30	Dublin	-	23.00	Dublin	"		1		
19/12/13	7.30	Dublin	-	18.30	Limerick	"			1	1 x 13 71
20/12/13	9.00	Limerick	-	17.30	Limerick	"				1
								3 x 10769	1 x 3361	2 x 1371

141 7 141

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same pend has been, or will be made against another Government Department, or elsewhere

Signature:

Date:

23/12/13

8F 9/1/14 £ 370.39
350.49

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature

Private Secretary to Minister

Date

6-1-14

Input on COREESS by: Name

Date

John Keenan
9/1/14

M. Finnerty
14/1/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Name: _____

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0896431

Car Reg: -

Engine CC: -

2. Subsistence details

From			To			Purpose of journey	No. of Kms	No. of Overnight rates	No. of 10 hour rates	No. of 6 hour rates
Date	Time	Location	Date	Time	Location					
10/02/14	8.00	DUBLIN	20.30		DUBLIN	MANUSCRIPT DATE		1 x 107.69		
11/02/14	7.30	DUBLIN	22.00		DUBLIN	"		"		
12/02/14	7.30	DUBLIN	21.30		DUBLIN	"		"		
13/02/14	7.30	DUBLIN	20.00		LIMERICK	"			1 x 35.61	
14/02/14	8.00	LIMERICK	17.30		LIMERICK	"				1 x 13.71
14/02/14	8.00	LIMERICK	21.30		DUBLIN	"		1 x 107.69		
16/02/14	8.00	DUBLIN	15.30		LIMERICK	"				1 x 13.71
								107.69 x 4		
									1 x 33.61	2 x 13.71 = 27.42

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been, or will be made against another Government Department, or elsewhere

Signature: _____

Date: 13/02/14

TOTAL = 491.79

M Finnerty
26/2/14

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished herein are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature: _____

Private Secretary to Minister

Date: 10-2

Input on COREESS by: Name _____

Date: _____

26/2/14

SUBSISTENCE CLAIM FORM (for input into COREESS system)

1. Claimant's details (to be completed in block capitals)

Navig:

Grade: Civilian Driver

Business Unit: MoS Office

10400

Group No: -

Payroll No: 0895431

Car Reg: -

Engine CC:-

2. Subsistence details

[illegible]

3. Claimant's certification

I certify that (i) the allowances claimed are in accordance with regulations, (ii) the expenses charged have been disbursed solely in relation to the public service, (iii) the details shown here are true and (iv) no claim for same period has been or will be made against another Government Department, or elsewhere.

Signature

Date _____

$$101\text{RL} = 370.39$$

4. Certification by Private Secretary

I certify that (i) I have examined and checked the above claim, (ii) the particulars furnished thereon are correct and in accordance with the relevant regulations and (iii) the expenses incurred were disbursed solely in relation to the public service.

Signature

Private Secretary to Minister

Date:

25-2

Input on CORESS by Name

Date _____

M Finner
10/3/14