



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

National Shared Services Directorate



HSE Foreign & Domestic Travel Policy Document

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OFFICIAL FOREIGN & DOMESTIC AIR TRAVEL FOR STAFF OF THE HEALTH SERVICES EXECUTIVE

1.1 OVERVIEW

This document sets out the Health Service Executive (HSE) policy and procedure in relation to official foreign travel and internal flights.

1.2 PURPOSE

The Corporate Travel policy is designed to;

- 1.2.1 Meet the business objectives of the Health Services Executive and
- 1.2.2 Ensure economic use of resources.

1.3 AUTHORISATION FOR FOREIGN TRAVEL

Foreign travel applications must be;

- 1.3.1 Submitted on Form FT-1 (Travel Request Form)
- 1.3.2 Authorised by the Chief Executive/National Director or his/her nominee in accordance with the approval process set out in this policy document.
- 1.3.3 Where practical, submitted to the National Director within a minimum of 2 weeks prior to departure date.

1.4 CONDITIONS OF FOREIGN TRAVEL

- 1.4.1 The benefits to the HSE or requirements of travel must be highlighted by the applicant.
- 1.4.2 Economy Class travel must be availed of to destinations of 6hrs duration or less.
- 1.4.3 Business Class travel for flights in excess of 6hrs requires written approval of the Chief Executive/National Director or his/her nominee.
- 1.4.4 Foreign travel expenditure must comply with budgetary constraints.

1.5 PROCESSING OF FORM FT-1 (TRAVEL REQUEST FORM)

- 1.5.1 A fully completed and authorised Form FT-1 should be forwarded to the Business Travel Unit (BTU)
- 1.5.2 BTU will assign a reference number to the application, and details will be forwarded to the HSE Travel Agent.
- 1.5.3 The Travel Agent will confirm flight availability and prices.
- 1.5.4 The Travel Agent will issue an e-Ticket on receipt of written confirmation of acceptance of the itinerary from the applicant.

Note: In the event of cancellation, the original tickets must be returned immediately to the BTU in order to secure a refund/credit

1.6 INSURANCE - FOREIGN TRAVEL

All employees are covered by the HSE insurance policy whilst on official travel. (see 2 below)

1.7 SUBSISTENCE ALLOWANCES

Foreign subsistence rates of allowances are available from the Travel Desk and in soft copy. All subsistence claims must be processed through the normal channels. The Business Travel Unit will not be responsible for processing any subsistence claims.

- 1.7.1 Subsistence allowances are categorised as:
 - 1.7.1.1 Day allowance (over 5 hours and between 10 hours and over 10 hours)
 - 1.7.1.2 Night allowance (includes cost of accommodation and meals for 24 hour period)
 - 1.7.1.3 Conference rate (payable in addition to the vouched cost of hotel accommodation)
- 1.7.2 Staff travelling to locations not covered by Subsistence Allowance Abroad Circular should seek details in advance of the appropriate rates, from the Travel Desk.

1.8 SUBMISSION OF EXPENSES CLAIMS

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- 1.8.1 Travel claims must be submitted within 2 months of completion of a business trip.
 - 1.8.2 All expenses claims must be submitted on Form FT - 2. This form should be completed and signed by the claimant, and countersigned by the authorising officer.

1.9 ADVANCE PAYMENT OF EXPENSES

- 1.9.1 In certain circumstances payment of subsistence may be made in advance of a business trip.
- 1.9.2 Application for advance payment of expenses must be submitted on Form FT-3.
- 1.9.3 Completed FT-3 form must be submitted to the normal processing route at least 1 week prior to travel date.
- 1.9.4 The claimant must also submit Form FT-1 to the Travel Desk within 1 month of completion of the trip regardless of any balancing payment.
- 1.9.5 The advance will be deducted in full from the amount of subsistence due.
- 1.9.6 Only 1 Form FT-3 application can be outstanding at any time.
- 1.9.7 Claimants are required to consent to the advance amount being deducted from their salary on failure to submit within 1 month of returning from a trip.
- 1.9.8 Travel and Subsistence claims and approved advance applications will be settled by electronic funds transfer in Euro. Claimants will be required to furnish bank account details on Form FT-3 prior to submitting their first claim.

1.10 ACCOMMODATION COSTS

- 1.10.1 Where accommodation is not being provided through the BTU, staff should arrange payment of their hotel bills which will be reimbursed through subsistence payments or vouched expenses.
- 1.10.2 Prior approval for reimbursement of hotel/accommodation costs must be granted by the Chief Executive/ National Director or his/her nominee.
- 1.10.3 Where accommodation is being provided through the BTU it will be on a B&B basis only. Any other charges incurred must be discharged by the traveller on departure.

1.11 MEALS AND/OR ACCOMMODATION PROVIDED AT NO COST TO THE CLAIMANT

- 1.11.1 Subsistence is not payable where a claimant is provided with both accommodation and meals free of charge.
- 1.11.2 Where accommodation only is provided, the 10 hour subsistence rate is payable to cover each 24 hour period.

Note: Employees must indicate on Form FT - 2 whether accommodation and/or meals were provided

1.12 RECEIPTS

- 1.12.1 Original receipts for all incidental expenses incurred during official travel (e.g. taxis, bus tickets etc.), must be submitted with travel claim Form FT - 2

Note: The use of taxis should be kept to a minimum. Public transport especially special airport buses/trains should be utilised where conveniently available.

1.13 COURSE REPORTS

- 1.13.1 Where a HSE employee has availed of official travel to attend a course, they will submit to their Line Manager within 14 days of return, a course report outlining the following

- Admin Details to include location, duration, convening authority and course title
- Course Content/Syllabus
- Benefits gained from attendance
- Relevance of course

- 1.13.2 On submission of the course report, the Line Manager shall forward it to the relevant National Director for attention.

Travel Insurance Cover Note

Insured: Health Service Executive
Policy No: PP92987675
Period of Cover: 01 January 2007 – 31 December 2007
Insured Person: Employees of the Health Service Executive

This is to confirm that you are covered under the above Certificate in respect of the following benefits whilst travelling outside Ireland and within Ireland on official business of the Executive

SCHEDULE OF BENEFITS:

1. Death	€500,000
2. Loss of two or more Limbs or both eyes or one of each	€500,000
3. (A) Loss of one Limb or Eye (B) Permanent total loss of speech (C) Permanent total loss of hearing (1) in both ears (2) in one ear	€500,000
4. Permanent Total Disablement from the Insured Person's usual occupation	€500,000
5. Temporary Total Disablement from usual occupation	€500 Max 104 weeks
6. Temporary Partial Disablement i.e. disablement from a substantial part of the usual occupation	€250 Max 104 weeks
7. Medical and emergency travel expenses	€6,000,000
8. Baggage - max value any one item – 1,500	€3,250
9. Money & credit cards - up to €1,500 in cash	€2,500
10. Personal Liability, any one person	€2,600,000
11. Hijack €400 limit per day up to maximum of	€40,000
12. Passport Indemnity	€1,500
13. Cancellation/Curtailment	€3,810
14. Travel Delay	1 Unit

NOTE:

- 1) Benefits 1 to 6 are payable as a result of Accidental Bodily Injury.
- 2) Benefit will not be paid under more than one of benefits 1 to 4.
- 3) On the happening of any accident giving rise to a claim under any of Benefits 1 to 4, no cover operates in respect of any further accidents to that Insured Person.
- 4) Benefit 7 operates in respect of expenses necessitated by Injury/Illness while abroad.
- 5) Benefit 7 includes hospitalisation outside Ireland - €25 per full 24 hours up to max of 60 days.
- 6) An aircraft accumulation limit of €5,000,000 operates – max. no travelling together not to exceed 10.
- 7) Benefit 13 includes a benefit for the additional cost of travel/accommodation incurred by the HSE as a direct result of a replacement for the Insured Person being sent abroad to assume duties of the Insured Person

EXCLUSIONS:

- War or Terrorism occasioned by any nuclear chemical or biological incident
- Engaging in flying of any kind other than as a passenger.
- Committing or attempting to commit suicide.
- Radioactive contamination.

Medical Expenses	no cover for medical expenses incurred in Ireland or the country where the Insured Person is normally resident.
Baggage	more than €1,500 in respect of any one item. Loss/theft of personal money, credit cards etc, or sports equipment while in use, chipping scratching or breakage of glass china or other fragile items, items being shipped as freight or under a bill of lading.
Money & credit cards	claims not reported to Police within 48 hours, Cash exceeding €1,500. Losses of Euro in the 120 hours subsequent to journey.
Passport Indemnity	losses not reported to the consular representative within 24 hours of discovery.
Cancellation/Curtailment	no cover for disinclination to travel, pregnancy if within 2 months of expected date of confinement, childbirth, financial failure of omission or neglect of any provider of transport/accommodation, regulations made by any Government or Public Authority, War Risks, attempted suicide, any claim from a person travelling against the advice of a Medical Practitioner or travelling for the purpose of obtaining treatment.

DEFINITIONS:

Bodily Injury	Does not include sickness or disease or any naturally occurring condition or degenerative process or the result of any gradually operating cause.
Employee	Any person under a contract of service or apprenticeship with the HSE
Loss of Limb	In the case of a leg loss by permanent physical severance at or above the ankle or permanent and total loss of use of a complete foot or leg. In the case of an arm loss by permanent physical severance of the 4 fingers at or above the meta carpo phalangeal joints or permanent and total loss of use of a complete arm or hand.
Loss of Eye	Permanent/total loss of sight – In both eyes if Insured is declared blind, In one Eye if the degree of sight remaining after correction is 3/60 or less on the Snellen Scale.
Medical Expenses	the cost of medical surgical or other remedial attention treatment or appliances given or prescribed by a Medical Practitioner and all hospital nursing home and ambulance charges. Dental and optical expenses are included only if necessitated by accidental Bodily Injury or incurred for emergency treatment.
Emergency Travel Expenses	the additional cost of travel accommodation and rescue (inc repatriation) incurred in respect of the Insured Person or of any business colleague relative or friend who has necessarily to travel or remain with or escort the Insured Person. In the case of death will include the cost of the funeral expenses including the cost of transporting the body or ashes and Insured's personal baggage to Ireland up to €3,500
Baggage	Clothing and personal effects suitcases trunks and other containers laptops dictaphones calculators personal organisers mobile telephones taken on the insured journey by the Insured Person or acquired by the Insured Person during the Insured Journey.

Delayed Baggage is baggage lost for more than 6 hours and covers the cost of purchasing emergency replacement clothing toilet requisites and similar items up to €1,000 (whilst abroad) which will be deducted from the final claim if the Baggage proves to be permanently lost.

Insurers will pay the cost of replacement as new (or at Insurers option will replace as new) except for items that can be economically repaired (inc clothing). If the cost of replacing items of baggage as new is collectively greater than the Sum Insured Insurers will pay only that proportion of the loss damage theft or destruction which the Sum Insured bears to such cost.

Money Personal Money - coins bank and currency notes cheques postal and money orders travellers' cheques travel tickets and petrol and other coupons which have a monetary value
Covers loss of money during an insured journey or the 120 hours preceding its commencement or subsequent to its completion. Includes cover for loss of credit card during an insured journey, if Insured suffers financial loss as a result but must have been used by any person other than family member or HSE employee.

ACCIDENT OCCURRENCE LIMITS

1. War risks or terrorism (other than war or terrorism occasioned by any nuclear chemical or biological incident) €2,000,000
2. War or terrorism occasioned by any nuclear chemical or biological incident NIL
3. Any other accident occurrence €5,000,000

In the event of a medical emergency arising from a serious accident or illness abroad requiring in-patient hospitalisation, extended treatment or alteration to travel arrangements, you should contact FirstAssist Worldwide Emergency Medical Assistance in the U.K.;

Telephone: Access code + 44 208 763 3315.

Fax: Access code + 44 208 763 3035.

Email: international.opsefirstassist.co.uk

Web: www.firstassist.co.uk

Cover particulars above are subject to actual policy document.