

HSE Foreign & Domestic Travel Document



TABLE OF CONTENTS:

| | |
|---|---|
| 1. OVERVIEW..... | 3 |
| 2. PURPOSE | 3 |
| 3. AUTHORISATION FOR FOREIGN TRAVEL (Europe & International (outside Ireland)): | 3 |
| 4. CONDITIONS OF FOREIGN TRAVEL..... | 3 |
| 5. AUTHORISATION FOR DOMESTIC TRAVEL (within Ireland): | 3 |
| 6. PROCESSING OF FORM FT1 (TRAVEL REQUEST FORM)..... | 4 |
| 7. INVOICING & MONITORING OF EXPENDITURE:..... | 4 |
| 8. INSURANCE – FOREIGN TRAVEL..... | 4 |
| 9. ACCOMMODATION COSTS..... | 4 |
| 10. CONTINUING MEDICAL EDUCATION (CME)..... | 5 |

FOREIGN & DOMESTIC AIR TRAVEL FOR STAFF OF THE HEALTH SERVICE EXECUTIVE

1. OVERVIEW

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

2. PURPOSE

The travel policy document is designed to:

- Meet the business objectives of the HSE and ensure economic use of resources and to achieve value for money for the tax payer.

3. AUTHORISATION FOR FOREIGN TRAVEL (Europe & International (outside Ireland)):

Foreign travel applications must be:

- Submitted on Form FT-1 (Travel Request Form) – download from [HSEnet](#).
- Authorised by the Director General / National Director in accordance with the National Financial Regulations (NFR).
- Where practical, submit to the National Director within a minimum of 2 weeks prior to departure date for processing by contracted travel company.

4. CONDITIONS OF FOREIGN TRAVEL

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

(See HSE National Financial Regulations and Travel & Subsistence Rates for further information.)

5. AUTHORISATION FOR DOMESTIC TRAVEL (within Ireland):

Domestic travel applications must be:

- Submitted on Form FT-1 (Travel Request Form) – download from [HSEnet](#).
- Authorised by Assistant National Director or equivalent salary/grade in accordance with the National Financial Regulations (NFR).
- Where practical, submit to the Assistant National Director or equivalent salary/grade within a minimum of 2 weeks prior to departure date for processing by contracted travel company.

6. PROCESSING OF FORM FT1 (TRAVEL REQUEST FORM)

- A fully completed and authorised FT1 Form should be forwarded to the contracted travel company (see FT-1 Form for contact details) and also copied to travel@hse.ie (for HSE records only).

Note: FT1 Form sent by email must be scanned copy with actual signature.

FT1 form sent by Fax must be signed with actual signature. (Use only in exceptional cases).

- The contracted travel company will confirm flight availability and prices directly to applicant.
- The contracted travel company 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 contracted travel company in order to secure a refund/credit, if possible.

7. INVOICING & MONITORING OF EXPENDITURE:

- The Office of Head of Procurement (OHOP) will receive a monthly consolidated invoice from the contracted travel company to include travel booking details, ticket cost and management fee for booking? (Management Fee will be applied to all amounts invoiced as per agreed contract pricing.) Each division will be issued with a report of their booking/travel transactions for their review/verification.
- Each division to respond with approval of report to OHOP promptly. No response received from divisions by a specified date, will be deemed as confirmation of their acceptance of transactions.
- OHOP will issue approved invoice to Accounts Payable for payment.

8. INSURANCE – FOREIGN TRAVEL

All Employees, Members, Consultants and Official Guests of the HSE are covered by the HSE Insurance policy whilst on official travel.

9. ACCOMMODATION COSTS

- Prior approval for reimbursement of foreign hotel/accommodation costs must be granted by the Director General / National Director.
- Staff should arrange payment of their hotel bills which will be reimbursed through subsistence payments or voucher expenses.
- No domestic accommodation will be booked through Travel Management Company, however, favourable rates can be arranged.
- Where foreign accommodation is being arranged through the Travel Management Company it will be on a B&B basis only. Cost of accommodation, together with any other charges incurred, must be discharged by the applicant on departure. See HSE Travel & Subsistence Rates
- <https://www.hse.ie/eng/staff/benefitservices/travel-subsistence/>

10. CONTINUING MEDICAL EDUCATION (CME)

- There is no requirement to complete a FT1 form.
Foreign Travel and accommodation re Continuing Medical Education (CME) Travel claims should be processed by each claimant directly with the contracted travel company subject to the Consultant or employer obtaining the best value price from the centralised contracted travel operator. Traveller should inform the contracted travel company they are CME granted. (Note: Travel Company management fee will be applied).
Claims should be submitted (together with other relevant and related claims), to each local area supervisor for approval, before being processed for payment via payroll in line with current Travel and Subsistence policies and procedures.
Note: Please ensure you have agreed with your line manager expenses that may or may not be reclaimed on such trips, including all potential ancillary costs, prior to departure.
See http://www.hse.ie/eng/staff/Leadership_Education_Development/MET/ed/fin/