

DRAFT 2 – April 2018

DITSU CLG Accommodation and Transport Policy

Purpose

The purpose of the policy is to provide guidance to elected officers, all staff and directors, (hereinafter referred to as 'DITSU employees') when arranging overnight accommodation and transport, for such events as mandatory training and meetings. This policy is to protect the reputation of DITSU and to ensure good financial practices are adhered to.

Scope

This policy refers to elected officers, all staff and directors of DITSU CLG. This policy covers:

- Accommodation
- Booking accommodation
- Cancellations and no shows
- Supplementary purchases and damages
- Individual DITSU employee responsibilities
- Transport
- Booking a private bus
- Using public transport

Accommodation

When an overnight stay is required for DITSU employees, the most feasible and economical option will be sought. The below procedures must be adhered to by all DITSU employees. Where a DITSU employee is found in breach of the procedures, disciplinary action may be taken. (**Appendix 1 - DITSU CLG Grievance & Disciplinary Policy**)

Booking accommodation

All accommodation required by DITSU employees must be applied through the *Accommodation Booking Form*, available from the DITSU Google Documents. The form must be completed and submitted to the Deputy CEO or nominee at **least 10 working days** prior to the event.

Failure to submit the form in time may result in the individual's paying the entire cost of the accommodation, or where applicable an accommodation late fee. The employee is responsible for ensuring that the form is completed correctly and submitted in time.

Any accommodation deals, or discounts secured by other member organisations must be passed onto DITSU. DITSU reserves the right to avail of the most feasible option at the time of purchase.

Where two or more DITSU employees require an overnight stay, where possible, shared accommodation will be provided. However, if you need to make an alternative arrangement, please contact your line manager and / or the HR and Training Executive.

Cancellation and no show

Where a DITSU employee cannot attend an overnight event due to unforeseen or special circumstances, the employee will not incur any financial sanctions. The employee must notify their line manager or President of their non-attendance, as soon as reasonably possible.

Where a DITSU employee is a “no show” within 48 hours of the event taking place, or “changes their mind” the employee will be liable to pay the total cost of their portion of the accommodation.

Supplementary purchases and damages

Any payment of supplementary room purchases including late check outs, or damages to the accommodation will be the responsibility of the individual employee. Intentional damage to property will result in disciplinary action. If serious damage is caused the Gardaí will be contacted.

Code of Conduct

All employees must sign a DITSU code of conduct prior to the event. The code of conduct outlines the expected behaviour by all employees while representing DITSU. Any DITSU employee found in breach of the code of conduct will result in disciplinary action.

Individual DITSU employee responsibilities

- It is the responsibility of the individual employee to submit correct details in time for the event/conference in question.
- It is the responsibility of the individual employee to contact their line manager if any of the arrangements change.
- It is the responsibility of individual employees to contact their line manager if they cannot attend overnight training.

Transport

When transport is required for DITSU employees, the most feasible and economical option will be sought. The below procedures must be adhered to by all DITSU employees. Where a DITSU employee is found in breach of the procedures, disciplinary action may be taken.

Booking private buses

It may be more cost effective to hire a private bus to transport DITSU employees to and from an event. All private bus hires must be booked through the *Transport Booking Form* at **least 10 working days** prior to the event. The employee is responsible for ensuring that the form is completed correctly and submitted in time.

Failure to submit the form in a timely manner will result in the employee having to pay the total cost of a seat for a return journey.

Using public Transport

When hiring a private bus is not a feasible option, public transport must be availed of. If travelling by Irish Rail or Bus Eireann, a seat will be reserved through the *Transport Booking Form*, available from the DITSU Google Documents.

The form must be completed and submitted at **least 5 working days** prior to the event. The employee is responsible for ensuring that the form is completed correctly and submitted in time.

Failure to submit the form in a timely manner will result in the employee having to pay the total cost of a seat for a return journey.

Where DITSU employees travel within the leap card zones, DITSU CLG Travel and Expenses policy must be followed to claim back the expense incurred.

Cancellation and no show

Where a DITSU employee cannot travel due to unforeseen or special circumstances, the employee will not incur any financial sanctions. The employee must notify their line manager or President of their nonattendance, as soon as reasonably possible.

Where a DITSU employee is a “no show” within 48 hours of the event taking place, or “changes their mind” the employee is liable to pay the total cost of a seat for a return journey.

Supplementary purchases and damages

All DITSU employees are responsible for any supplementary purchases such as beverages and/or food while they are travelling, unless otherwise agreed by the CEO in advance. Where extra expenses have been agreed in advance, DITSU employees must follow the DITSU CLG Travel and Expenses policy.

Any damages caused by DITSU employees on hired or public transport will be the responsibility of the individual employee. Intentional damage to property will result in disciplinary action. If serious damage is caused the Gardaí will be contacted.

Appendix 1 – DITSU CLG Grievance and Disciplinary Policy

This policy will be reviewed on an annual basis