



## Policy on Payment Claims for Professional Masters of Education (PME) part-time personnel

Approved by the Head of School on 11<sup>th</sup> July 2022

If you are a new member of staff, or a continuing member of staff who is now outside of their initial hourly setup dates, you will need to create an hourly setup form online prior to it being jointly processed by the School of Education and UCD HR. Information on how to create an hourly setup form is available in this [link](#).

If you are a continuing member of staff, you will need to input and submit your Timesheets Online via: UCD Connect/Employee Self Service/My Hourly Timesheets Self Service/Create New Timesheet, and completing the relevant Hours Completed or Items Completed sections and selecting your nominated approvers before submitting the timesheet for payment, link [here](#).

If you are having technical issues around timesheet submission, please contact [hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie) detailing the issue, and send them through a screenshot if possible.

More Information around this process can be found at this [link](#).

### 1. Payment rates

Payment rates are set up by UCD Human Resources and can be accessed [online](#).

<b>Position Description</b>	<b>2010 Rates</b>
Professional Practice Tutor (School of Education & Lifelong Learning only)	€ 41.00
Professional Placement Supervision per visit (School of Education & Lifelong Learning)	€ 74.88
Occasional Lecturer	€ 85.32

### 2. Other rates

## 2.1 Professional Development Meetings

The school policy is that supervisors and tutors may claim for attending the professional development meetings for staff by way of submitting **one** supervision visit online in ESS for **two** professional development meetings attended.

Methodology lecturers may claim for attending the professional development meetings by way of submitting **one** hour at an occasional lecturer rate for **two** professional development meetings attended.

The hourly rate of pay to supervisors covers meetings and phone calls with students including pre-arranged meetings. Hence, no additional payment is made in respect of phone calls, or additional interaction or correspondence with students.

Mileage may not be claimed for informal meetings with students as this cost is included in the hourly rate of pay.

## 2.2 Supervisor Introductory meetings

These meetings should take place online in supervisor groups and one supervision meeting may be claimed for this meeting. If supervisor groups are over 16 then two group meetings may be arranged.

## 2.3 Tutor Administration

Given the additional pastoral role and responsibility of the tutor it has been agreed that tutors may claim additional hours as follows:

- PME 1 - 8 additional hours at the tutor rate over the course of the year
- PME 2 - 4 additional hours at the tutor rate over the course of the year

## 2.4 Mock Interviews

Mock interviews are paid at the tutor rate of 1 hour per student at the tutor rate.

## 3. Internal Examiner Claims

Correction of PME assessments can be claimed through ESS in the 'Items' section of the timesheet. As per the University Internal Examiner Rates of pay;

Correction of PME assessments are paid at the correction rate of a 5,000 word essay (€11.54).

With the exception of the PME portfolio for which the correction is paid at the rate of a 7,500 word essay (€15.58).

UCD systems and internal examiner pay rate procedures are not set up for multiple assessors of single assessments.

## 4. Field trips

Field trips should be organised only with prior consultation with the course directors.

A flat rate of €400 per field trip will be paid to the methodology lecturer and hourly tutor rate will be paid to the second staff member attending.

The bus company will be booked by the School Office.

## 5. PME 2 Dissertation Supervision


PME 2 Dissertation supervisors can claim a flat rate of €200 per student supervised.

This work can be claimed by submitting a completed Ad Hoc payment form to [education@ucd.ie](mailto:education@ucd.ie). The form will be sent in advance.

## 6. Mileage

All mileage expenses forms (only digital versions accepted) can only be claimed by submission to the UCD School of Education office, to [education@ucd.ie](mailto:education@ucd.ie).

Please complete and submit the Expense Form (excel version, screenshot below).



Name:

Email:

UCD Address:

### Staff Expenses Claim Form

UCD Staff No:

Claim Period From:

Claim Period To:

**For Mileage Claims Only:**

Make & Model of Car:

Car Reg Number:

Engine Capacity of Car (c.c):

Cumulative kms claimed this year to date (01 Oct - 30 Sept) including this claim

1 - 1,500	1,501 - 5,500	
		25,000 & over

Please refer to [the UCD Finance Office website](#) for information on the submission of expenses claims and details of mileage and subsistence rates.

Date		Description/Purpose:		Currency Amount	Currency Code	Enter Exchange Rate Used	Receipted Expense Amount (€)
					EUR-Euro	1.0000	0.00
					EUR-Euro	1.0000	0.00
					EUR-Euro	1.0000	0.00
					EUR-Euro	1.0000	0.00
					EUR-Euro	1.0000	0.00

Mileage & Subsistence										
Departure Date	Departure Time	Return Date	Return Time	Departure Point & Destination	Purpose of Journey (confirmation to be attached to claim)	Subsistence Calculation	Subsistence Claimed (€)	No. of Kms (mileage)	Kms Claimed (€) (mileage)	Travel Expense Amount (€)
										0.00
										0.00
										0.00

Breakdown of Charge:					Total:
Cost Centre	Expense Code	Research / D Code	Conference Allowance (no coding required)	Amount €	
				€	Less Advance Paid: <input type="text"/>
				€	
				€	
					<b>Total Claimed: €0.00</b>

**IMPORTANT:** All sections at the top of the Expense Form must be completed. The Bursar’s Office will NOT facilitate payment if total kilometres and overall total in euros is not indicated. **Please do not edit this document, no more lines can be added.**

If you will require additional lines under the “**Mileage & Subsistence**” section please use the **Additional Journeys Detailed Mileage Form** (excel version, screenshot below) and list the total in the **Expense Form**.



**IMPORTANT:** UCD travel policy states that mileage claimed **should be from UCD to the destination**. You cannot claim for mileage from your home to the destination unless the distance from your home to the destination is shorter.

**IMPORTANT:** UCD Bursar's Office will **NOT** process forms not fully completed and signed. Please ensure that you have fully filled out your personal details at the top of the form and the highlighted items. To convert the total Kms into Euro, please use the Kilometre Rates for Cars below.

Please refer to Kilometre Rates for Cars below to convert total kilometres into Euros.  
For example: total of 53 km (engine capacity 2191cc) - 53 multiplied by 0.5907 = €31.30

For example, Total Kms of 153 x 0.5907 (Engine Capacity 1,501cc and over) = € 90.37 to be claimed

#### **KILOMETRE RATES FOR CARS (From 1 April 2017)**

Official Motor Travel in a Financial year (Oct - Sept)	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1 (1 - 1500 km)	37.95 cent	39.86 cent	44.79 cent
Band 2 (1501 - 5,500 km)	70.00 cent	73.21 cent	83.53 cent
Band 3 (5,501 - 25,000 km)	27.55 cent	29.03 cent	32.21 cent
Band 4 (25,000 & over)	21.36 cent	22.23 cent	25.85 cent

#### **Irish Subsistence Rates (From 1 April 2017)**

<b>Overnight rate</b>	First 14 nights: €133.73	Next 14 Nights: €120.36	Next 28 nights: €66.87
<b>Day Rates</b>	10 Hours + €33.61	5 to 10 Hours** €14.01	

## **Motor Travel Rates per Kilometre (from 1 September 2022)**

Official Motor Travel (Oct-Sept each year)	Engine Capacity up to 1,200cc	Engine Capacity 1,201cc to 1,500cc	Engine Capacity 1,501cc and over
Band 1 0-1,500km	41.80 cent	43.40 cent	51.82 cent
Band 2 1,501-5,500km	72.64 cent	79.18 cent	90.63 cent
Band 3 5,501-25,000km	31.78 cent	31.79 cent	39.22 cent
Band 4 25,001km and over	20.56 cent	23.85 cent	25.87 cent

## Subsistence Rates Within Ireland (from 1 Sept 2022)

Overnight rates			Day rates		
Class of Allowance	Normal Rate (1st 14 nights)	Reduced Rate (next 14 nights)	Detention Rate (next 28 nights)	10 hours or more	5 hours but less than 10**
A Class	€167*	€150.3	€83.50	€39.08	€16.29

### Useful University Resources and Information

[Guide to UCD Modular Grades](#)

[Internal Examiner Payment Rates](#)

**All forms (only digital versions accepted) must be submitted to [education@ucd.ie](mailto:education@ucd.ie).**

For further information on Mileage Guidelines & Rates please visit our [website](#).