



WORLDWISE GLOBAL SCHOOLS - EXPENSE CLAIMS POLICY

Irish Aid's WorldWide Global Schools (WWGS) programme is the national Global Citizenship Education (GCE) programme for post-primary settings, and the goal of the programme is to increase reach, accessibility, quality and effectiveness of GCE at post-primary. As part of achieving our programme goal, WWGS undertakes GCE training and events each year for post-primary educators and school leaders. We recognise that such training and events occasionally take place during the school day or at venues that are some distance from the school setting.

In order to facilitate participants in accessing such training and events, WWGS has a policy of reimbursing costs where necessary and eligible. Claimants should note that this is facilitated only where necessary and where there is programme funding available to do so. This support can be accessed, if available, through our online WWGS Expense Claims system via the school's [Online Account](#) on our website.

Post-primary settings that wish to submit an expense claim, following participation in one of our online and/or in-person training and events, should review our WWGS Expenses Policy in full before doing so.

WWGS Expenses Policy Provisions

General

For the purposes of this policy document, post-primary settings are referred to hereafter as schools and educators are referred to hereafter as teachers.

- School leaders and teachers who wish to submit teacher substitution and/or travel expense claims should first check the availability of such provision on our website. WWGS may require schools to reimburse expenses incurred through their grant funding.
- Schools and teachers submitting teacher substitution and/or travel expenses should satisfy themselves on the eligibility of their expense claims. This means they must relate only to designated WWGS training and events (all of which are listed annually on our website). WWGS will only process expense claims related to these designated events.
- Schools and educators must only apply for the reimbursement of unavoidable expenses incurred to facilitate their participation in WWGS training or events.
- WWGS reserves the right to contact schools or educators for additional information where relevant in order to successfully process all eligible expense claims.

- Schools and educators must submit all eligible expense claims within 30 days of the training or event taking place. Expense claims submitted outside of the eligible period will not be processed or paid by WWGS.
- WWGS will not process or pay expense claims received outside of our dedicated online system.
- The availability of WWGS programme funding to reimburse travel and teacher substitution expenses is contingent each year upon appropriate levels of funding being made available to WWGS from Irish Aid.
- WWGS will review the eligibility of any Other expense claims submitted in our online system and any such claims will be pending approval by WWGS subject to the eligibility of such claims.

Teacher Substitution Expense Claims

- WWGS will, subject to the General provisions of this policy, partially reimburse teacher substitution costs incurred by schools for teachers to participate in designated WWGS training and events during school hours. Participation in training and events outside of school hours will not be eligible for reimbursement.
- Eligible teacher substitution expenses will be payable to schools directly on receipt of valid bank account details.
- WWGS will make a maximum contribution of €40.00 per hour per teacher participant in our designated training and events up to a maximum of 5 hours within one working day. Schools cannot submit an expense claim in excess of €200.00 for one educator participant for one training or event within one school day.
- Schools are permitted to submit multiple expense claims for a single training or event where more than one educator from the school participates.

Travel Expense Claims

- WWGS may, subject to the General provisions of this policy, partially reimburse travel expenses incurred by educators to participate in designated training and events.
- Eligible teacher travel expenses will be payable directly to teachers on receipt of valid bank account details.
- WWGS encourages schools where at all possible to avail of public transport to attend WWGS in-person training or events.
- Educators must submit relevant receipts as part of travel expense claims for public transport (for example, upload a copy of a train ticket as proof of travel).
- In the event that public transport is not an available option, WWGS may partially reimburse the cost of mileage in order to facilitate participation in a training or event. WWGS will make a contribution of €0.30c per mile towards mileage costs. Educators must adhere to this mileage rate in the submission of all mileage travel expense claims.

(WWGS Expenses Policy : Updated December 2025)