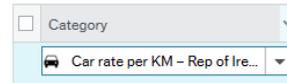


Claiming KMs

Now using the Civil Service Rates based on Engine Size, rate will not calculate unless engine size is selected.

Select expense type – Car rate per KM – Rep of Irl



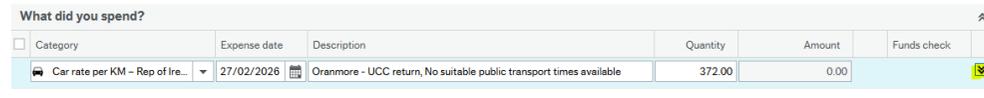
A screenshot of a dropdown menu for 'Category'. The selected option is 'Car rate per KM - Rep of Ire...' with a car icon.

Enter date of Travel

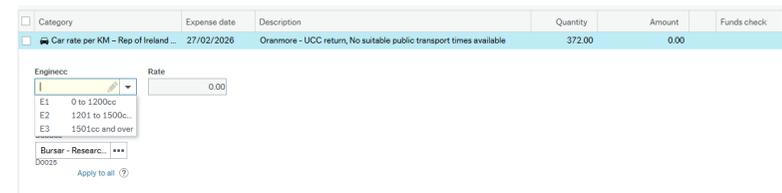
In Description:

Enter Start/ End Point, Single/Return trip & why public transport was not used

Click highlighted down arrow to select engine size



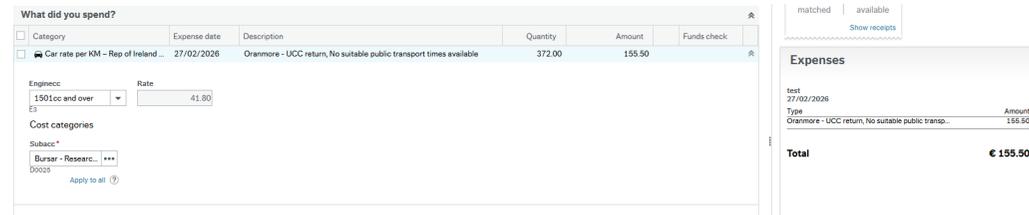
Category	Expense date	Description	Quantity	Amount	Funds check
Car rate per KM - Rep of Ire...	27/02/2026	Oranmore - UCC return, No suitable public transport times available	372.00	0.00	<input checked="" type="checkbox"/>



A screenshot of the 'Enginecc' dropdown menu. The selected option is '1501cc and over'. The rate is shown as 41.80.

Select engine size. The rate will then calculate.

We recommend attaching Google Maps doc to clearly show details of your claim.



Category	Expense date	Description	Quantity	Amount	Funds check
Car rate per KM - Rep of Ireland ...	27/02/2026	Oranmore - UCC return, No suitable public transport times available	372.00	155.50	

Expenses	
Type	Amount
Oranmore - UCC return, No suitable public transp...	155.50
Total	€ 155.50