FOIL PROCESS

At least five weeks before a FOIL

Health Centre Staff
- complete a FOIL Application Form

Health Centre Manager
- recommend / reject FOIL applications

Remote Travel Officer (CA & TE)
- enter FOIL on the Travel Database
- obtain Town-based Line Manager / Area Service Manager recommendation
- obtain Delegated Officer * approval
- send FOIL Application to DBE Payroll Services

Must be sent to DBE Payroll Services three weeks before the date of the FOIL

DBE Payroll Services
- checks for eligibility of entitlement
- processes travel & accommodation allowances

After a FOIL

Remote Travel Officer (CA & TE)
- sends a Remote Area Leave and FOIL Declaration Form to relevant staff

Health Centre Staff
- complete and return the Declaration Form

Remote Travel Officer
- sends completed Remote Area Leave and FOIL Declaration Form to DBE Taxation Unit