



Circular 17/2021

9th November 2021

To: National Director of Human Resources, HSE
CEOs and HR Managers of the NCSAs

Re: Domestic Subsistence Allowances

Dear Sir/Madam

I am directed by the Minister for Public Expenditure and Reform to inform you about a review of the standard rates of subsistence allowance in Ireland.

General

The Department of Public Expenditure and Reform have issued the attached DPER Circular 23/2021: Domestic Subsistence Allowance, which is effective from 1 December 2021.

Circulation

The contents of this circular should be brought to the attention of all HR managers, payroll staff, and all employees of the HSE, Section 38 Agencies and the NCSAs.

Queries

Requests for clarification from individual employees should be directed to the employees own HR Manager where they are employed. Requests for clarification from payroll and HR managers in the HSE and Section 38 agencies should be directed to the HSE National Employees Relations Service info.t@hse.ie who if required, will raise the matter further with the Department of Health at National_HR_Unit@health.gov.ie Requests for clarification from HR Managers in the NCSAs should be raised directly with National_HR_Unit@health.gov.ie

Yours sincerely

Margaret Campbell
Principal Officer, Resources Division

Ref: DPE126/005/2015

1st December 2021

DPER Circular 23/2021: Domestic Subsistence Allowances

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform to refer to the standard rates of subsistence pallowance in Ireland which have been reviewed in accordance with an agreed recommendation made by the General Council under the scheme of conciliation and arbitration for the Civil Service.

Standard Domestic Subsistence Rates

2. The Minister has agreed that the following changes will be made to the rates, with effect from 1st December 2021. The daily subsistence 5 Hour rate of **€15.41** rises to **€16.29** and the 10 Hour rate of **€36.97** rises to **€39.08** the revised rates are specified in the schedule at Appendix 1.
3. In accordance with the agreed procedures and in line with changes to the Consumer Price Index (CPI) the standard overnight rate will not be increased.

Vouched Accommodation (“VA”) Rate for Dublin

4. A Vouched Accommodation (VA) rate continues to apply where officers encounter difficulties in sourcing suitable accommodation in Dublin within the standard rate.
5. In such cases, a Vouched Accommodation Rate will remain the **vouched** costs of accommodation up to a limit of the standard overnight rate (€147.00) plus **€39.08**.
6. In accordance with existing policy, where an officer sources accommodation that exceeds the cost of the standard overnight rate or vouched accommodation rate as appropriate, they will be solely responsible for meeting the additional accommodation expense. Officers’ attention is drawn to Paragraph 3 of Circular 11/1982: Travelling and Subsistence Regulations which states that the ‘subsistence allowance payable is not intended to meet the whole cost of subsistence’.
7. The standard Overnight rate will continue to apply where officers source accommodation and meals in Dublin within the rate. Where officers cannot source accommodation within this rate, they may claim the VA rate. Accommodation costs while claiming the VA rate must be vouched.

General

8. Payment of the rates authorised in this Circular are subject to the regulations issued in Circular 11/1982 and any other instructions in force from time to time, including the distance requirements outlined in Circular 05/2015: Subsistence Allowances. These regulations apply to all civil servants including departmental grades.
9. Heads of Departments should continue to appraise, monitor and ensure that only essential travel is undertaken and that the number of officers on any official journey is kept to the absolute minimum.
10. This circular should be brought to the attention of all bodies under the aegis of your Department or Office and all officers in your Department or Office who are responsible for travel and subsistence.

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Colin Menton
Assistant Secretary
Department of Public Expenditure and Reform

Appendix 1

Standard Domestic Subsistence Rates

Effective from 1st December 2021

Overnight rates Remain		
Normal Rate	Reduced Rate	Detention Rate
€147.00	€132.30	€73.50

Day Rates	
10 hours or more	5 hours but less than 10 hours
€39.08	€16.29

Vouched Accommodation (VA) 1st December 2021 will remain

Vouched Accommodation ("VA") Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €147.00	Plus	€39.08