

Reference No: E105/3/2005; Date: 26/06/2005

22/2005:- Subsistence Allowances

E105/3/2005

29 June 2005

Circular 22/2005: Subsistence Allowances

A Dhuine Uasail

1. I am directed by the Minister for Finance to say that the standard rates of subsistence allowance in Ireland 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 (General Council Report 1453 refers). As a result, the Minister has agreed that the rates should be increased, with effect from 1 July 2005, to the amounts in the schedule overleaf.

Changes to the Distance requirements

Overnight Subsistence Allowance

2. With effect from 1 July 2006, a night allowance will not generally be payable for an absence within 48.27 km (30 miles) of an officer's home or headquarters. Previously, the rule had been 24.14 km (15 miles). During the period 1 July 2005 to 30 June 2006, a reduced distance of 36.20 km (22.5 miles) shall apply for absences from an officer's home or headquarters. However, in exceptional circumstances and where a department is satisfied that an operational need exists, a night allowance may be paid for an absence on duty at any place within the above distance limits but in excess of 24.14 km (15 miles) of home or headquarters.

Day Subsistence Allowance

3. With effect from 1 July 2005, a day allowance is not payable for any absence at any place within 5 km (3.11 miles) of an officers home or headquarters.

4. Prior to 1 July 2005, this distance had been 8.05 km (5 miles) of an officer's home or headquarters. The period of the absence, that is 5 hours and less than 10 hours (5 hour rate) or 10 or more hours (10 hour rate), will not change.

5. As a result of the revision of the subsistence allowances provided for in this circular, the allowances for certain departmental grades fall to be revised in accordance with agreed recommendations of their Departmental Councils. Subsistence allowances for departmental grades should be revised to bring them into line with the new rates. Where there are no equivalent allowances overleaf, the subsistence allowance for the appropriate Departmental grades should be increased by the following percentages with effect from 1 July 2005:

Overnight Stay	4.25%
(1.7% in the case of the Class A rate)	
Lunch (5 hour absence)	3.74%

Two Meal (absence of 10 hours or more)

3.74%

6. Payment of the rates authorised in this circular will be subject to the regulations issued with Circular 11/82 and any other instructions in force from time to time. Paragraph 2 of this circular replaces the existing paragraph 15 of circular 11/82 and paragraph 3 replaces paragraph 17 of the same circular. An amended version of circular 11/82 will be available in due course to reflect these changes.

7. Heads of Departments should continue to ensure that only essential travel is undertaken and that the number of officers on any official journey is kept to the absolute minimum.

8. Any enquiries about this Circular from Departments should be emailed to Travel.Policy@finance.gov.ie; . **Personal enquiries from individual officers should be addressed to the Personnel Unit of the employing Department/Office.** This Circular is also available on the Departments website at www.finance.gov.ie

Mise le meas

J. O'Connell
Assistant Secretary

To/All Departments etc.

Domestic Subsistence rates from 1st July 2005

Overnight rates

Day Rates

Class of Allowances	Normal Rate	Reduced Rate	Detention Rate	10 hours or more	5 hours but less than 10 hours
A Class	€138.41	€127.60	€69.19	€40.01	€16.32
B Class	€127.49	€109.04	€63.77	€40.01	€16.32