

E105/4/2006

28 June 2006

## **Circular 18/2006: 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 1473 refers). As a result, the Minister has agreed that the rates should be increased, with effect from 1 July 2006, to the amounts specified in the schedule at appendix I.

### **Changes to the Distance requirements**

2. It should be recalled that paragraphs 2 and 3 of circular 22/2005 made changes to the distance requirements for the purpose of eligibility for day and overnight subsistence allowances. For reference purposes only the relevant provisions in circular 22/2005 are repeated below;

#### ***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. 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 Rates***

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

3. 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 2006:

Overnight Stay	3.68%
(1.47% in the case of the Class A rate)	
Lunch (5 hour absence)	3.86%
Two Meal (absence of 10 hours or more)	3.86%

4. Payment of the rates authorised in this Circular will be subject to the regulations issued with Circular 11/82, Circular 22/2005 and any other instructions in force from time to time.

5. 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.

6. Any enquiries about this Circular from Departments should be emailed to [Travel.Policy@finance.gov.ie](mailto: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](http://www.finance.gov.ie).

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J. O'Connell  
Assistant Secretary

To/All Departments etc.

## Appendix I

Domestic Subsistence rates from 1 <sup>st</sup> July 2006					
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	€140.44	€129.48	€70.21	€41.55	€16.95
B Class	€132.18	€113.05	€66.12	€41.55	€16.95