



Circular 8/2015

9th June 2015

Mr Ian Tegerdine
National Director of Human Resources
HSE
Dr Steevens' Hospital
Dublin 2

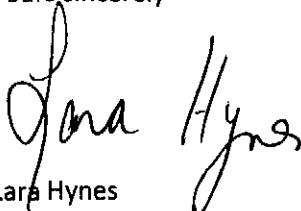
Re: Subsistence Allowance in the Republic of Ireland

Dear Ian

I am directed by the Minister for Public Expenditure and Reform to inform you about revised standard distance requirements and rates of subsistence allowance applying to both the civil and public service. These are specified in the schedule at Appendix 1, and are effective from 1st July 2015.

The content of this circular should be brought to the attention of all HSE employees, and all relevant employees in agencies funded under Section 38 of the Health Act 2004.

Yours sincerely



Lara Hynes
Principal Officer, National HR Unit

Enc

15th May 2015

Secretary General
Department of Health
Hawkins House
Hawkins Street
Dublin 2

Dear Secretary General

I am directed by the Minister for Public Expenditure and Reform to write to you about the Travel and Subsistence regimes applying in the civil and public service.

You will recall that the Haddington Road Agreement, para 2.28, noted that the Government intended to review travel and subsistence arrangements and committed the parties to cooperating with the review and implementing standardised arrangements across the public service.

It was agreed with the Public Services Committee of ICTU that the best way to approach the review of the travel and subsistence arrangements would be to initially review travel and subsistence in the civil service and if agreement was achieved here it would then be applied, or equivalent measures, across other parts of the public service.

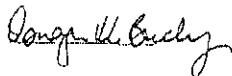
I am pleased to report that agreement has been reached between the Official Side and Staff Side at the Civil Service General Council on the subsistence element and I attach a copy of Agreed Report 1531 for your information.

The agreement can be summarised as follows;

- The overnight rate will increase from €108.99 to €125 and the distance requirement will increase from 48 km to 100 km from 1 July 2015 subject to certain exemptions.
- The 5 hour day rate will increase from €13.71 to €14.01. The day rate distance requirement will increase from 5km to 8 km and these day subsistence rates will not be reviewed until 2018 at the earliest.
- Future increases/decreases will only apply where the +/- exceeds 5%.
- Elements of the CPI will be used to review the overnight and day rates.

I am now writing to your Department to direct that arrangements be put in place to apply the terms of Circular 05/15 (attached) to all bodies (including the HSE) under your aegis.

Yours sincerely



Oonagh Buckley

Assistant Secretary
Remuneration, IR and Pensions Division

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E105/4/2006

23rd April 2015

Circular 05/2015: Subsistence Allowances

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform to refer to the standard distance requirements and rates of subsistence allowance 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 (General Council Report 1531 refers). As a result, the Minister has agreed that the following changes will be made to the distance requirements and the rates, with effect from 1 July 2015. The revised rates are specified in the schedule at Appendix 1.
2. The Class B subsistence rates will cease to apply with effect from 1 July 2015. Thereafter, subsistence payments for all staff will be paid at the rate specified in Appendix 1.

Changes to the Distance requirements

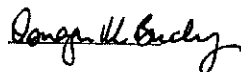
Overnight Subsistence Allowance

3. With effect from 1 July 2015, an overnight allowance will not generally be payable in respect of a necessary absence on official business that is within 100 km of an officer's home or headquarters (whichever is the lesser). However, in exceptional circumstances and where a department is satisfied that an operational need exists, an overnight allowance may be paid for an absence on official business at any location within the above distance limits but in excess of 50 km of home or headquarters (whichever is the lesser).

Day Subsistence Allowance

3. With effect from 1 July 2015, a day allowance is not payable for an absence on official business that is within 8 km of an officer's headquarters or home (whichever is the lesser).
4. 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. These regulations apply to all civil servants including departmental grades.
6. 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.
7. Any enquiries about this Circular from Departments should be emailed to Travel.Policy@per.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.per.gov.ie.

Mise le meas



Oonagh Buckley
Assistant Secretary

To/All Departments etc.

Appendix 1

Domestic Subsistence rates from 1st July 2015				
Overnight rates			Day Rates	
Normal Rate	Reduced Rate	Detention Rate	10 hours or more	5 hours but less than 10 hours
€125.00	€112.50	€62.50	€33.61	€14.01