



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

Office of the National Director of Human Resources
Health Service Executive
Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna
Dr. Steevens' Hospital
Dublin 8

HSE HR Circular 018/2015

To: Each Member of the Directorate and Leadership Team HSE
Each Hospital Group CEO
Each Chief Officer, CHO
Each Assistant National Director, HR
Each Employee Relations Manager
Each CEO Section 38 Agency
General Manager, National Payroll, HSE Health Business Services.

From: Ian Tegerdine, Interim National Director of Human Resources

Date: 15th July, 2015

Re: Subsistence Allowance in the Republic of Ireland

Dear Colleagues,

The Department of Health have advised that they are directed by the Minister for Public Expenditure and Reform to inform the HSE of revised standard distance requirements and rates of subsistence allowance in Ireland, applying to both the civil and public service. Please see attached amended Department of Health Circular 05/2015 Subsistence Allowances.

The key features of the revised arrangements are as follows:-

1. The Class B subsistence rates will cease to apply with effect from 1st 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

2. With effect from 1st 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 50km of home or headquarters (whichever is the lesser).

Day Subsistence Allowance

3. With effect from 1st July 2015, a day allowance is not payable for an absence on official business that is within 8km of an officer's headquarters or home (whichever is the lesser).

The revised Domestic Subsistence rates are set out in Appendix 1 and are effective from 1st July 2015.

All staff are reminded of the need to continue to appraise, monitor and ensure that only essential travel is undertaken and that the number of employees on any official journey is kept to the absolute minimum.

The contents 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.

Queries on the content of this circular from employees should be directed to their local HR Department. Queries from HR or Employee Relations Managers should be directed to Corporate Employee Relations Services, 63-64 Adelaide Road, Dublin 2, telephone 01-6626966, email info.t@hse.ie

Yours sincerely,



Ian Tegerdine
Interim National Director of Human Resources

To/All Departments etc.

Appendix 1

Domestic Subsistence rates from 1 st 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

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

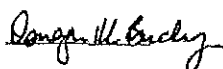
3. With effect from 1 July 2015, a day allowance is not payable for an absence on official business that is within 8 km of an officer's headquarters or home (whichever is the lesser).

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



Donagh Buckley
Assistant Secretary

