

Brainse an Iarbhuideochais
An Roinn Oideachais agus
Eolaíochta,
Corr na Madadh,
Baile Átha Luain,
Co. na hIarmhí.



Post-Primary Administration
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath.

Circular: 0070/2008

To The Principal / Secretary
Board of Management of each
Community / Comprehensive School.

REVISED RATES OF TRAVELLING AND SUBSISTENCE ALLOWANCES FOR BOARDS OF MANAGEMENT IN COMMUNITY AND COMPREHENSIVE SCHOOLS

Dear Principal / Secretary,

I am directed by the Minister for Education and Science to refer to Circular Letter CC56/05 and to convey sanction for the payment of revised subsistence and travel rates with effect from 1st July 2006, 1st July 2007 and 1st July 2008 respectively. The revised rates, as appropriate, are set out in the schedules attached to this letter.

Please note that travelling expenses are set out on both a mile and kilometre basis – where the kilometre version of the rates reflects a conversion of current mileage rates.

The revised regulations apply to domestic travel only. The prior written approval of the Minister will continue to be required for any expenditure from school funds in respect of visits abroad.

Expenditure on travel and subsistence should continue to be strictly appraised and monitored. It is the duty of Principals and Boards of Managements to ensure that only essential travel is undertaken and that every effort is made to keep expenditure to a minimum.

Any queries regarding the implementation of this Circular Letter should be addressed to the Post Primary Administration Section in Athlone. (Tel: 090-6483954, Fax: 090-6484058)

Gerard Killian
Post-Primary Administration Section,
1st July 2008

Rates per mile affective from 1st July 2006

Official Motor Travel in a calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 4000 miles	83.92 cent	99.22 cent	126.01 cent
4001 and over	43.39 cent	49.81 cent	58.97 cent
Reduced Rates	31.40 cent	35.68 cent	41.57 cent

Rates per kilometre affective from 1st July 2006

Official Motor Travel in a calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 6437km	52.16 cent	61.66 cent	78.32 cent
6438km and over	26.97 cent	30.96 cent	36.65 cent
Reduced Rates	19.52 cent	22.17 cent	25.83 cent

Subsistence rates effective from 1st July 2006
Boards of Management of Comprehensive and Community Schools

1. **Night Allowance:** **€140.44 per night for continuous absence up to 7 nights.**

A night allowance covers a period of absence from home of 24 hours or more.

2. **Day Allowance:** **In respect of absence for not less than 5 hours standing alone or in addition to an absence of 24 hours in respect of which a night allowance is payable.**
 - (i) 5 hours but less than 10 hours: €16.95
 - (ii) 10 hours or more: €41.55

Rates per mile affective from 1st July 2007

Official Motor Travel in a calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 4000 miles	83.92 cent	99.22 cent	126.01 cent
4001 and over	43.57 cent	49.81 cent	58.97 cent
Reduced Rates	31.40 cent	35.68 cent	41.57 cent

Rates per kilometre affective from 1st July 2007

Official Motor Travel in a calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 6437km	52.16 cent	61.66 cent	78.32 cent
6438km and over	27.08 cent	30.96 cent	36.65 cent
Reduced Rates	19.52 cent	22.17 cent	25.83 cent

Subsistence rates effective from 1st July 2007
Boards of Management of Comprehensive and Community Schools

1. **Night Allowance:** €144.45 per night for continuous absence up to 7 nights.
 A night allowance covers a period of absence from home of 24 hours or more.

2. **Day Allowance:** In respect of absence for not less than 5 hours standing alone or in addition to an absence of 24 hours in respect of which a night allowance is payable.
 - (i) 5 hours but less than 10 hours: €17.60
 - (ii) 10 hours or more: €43.13

Rates per mile affective from 1st July 2008

Official Motor Travel in a calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 4000 miles	83.92 cent	99.22 cent	126.73 cent
4001 and over	45.51 cent	50.66 cent	61.05 cent
Reduced Rates	31.40 cent	35.68 cent	41.81 cent

Rates per kilometre affective from 1st July 2008

Official Motor Travel in a calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 6437km	52.16 cent	61.67 cent	78.76 cent
6438km and over	28.29 cent	31.49 cent	37.94 cent
Reduced Rates	19.52 cent	22.18 cent	25.99 cent

Subsistence rates effective from 1st July 2008
Boards of Management of Comprehensive and Community Schools

1. **Night Allowance:** €145.32 per night for continuous absence up to 7 nights.
 A night allowance covers a period of absence from home of 24 hours or more.

2. **Day Allowance:** In respect of absence for not less than 5 hours standing alone or in addition to an absence of 24 hours in respect of which a night allowance is payable.
 - (i) 5 hours but less than 10 hours: €18.28
 - (ii) 10 hours or more: €44.81