

Brainse an Iarbhuioideachais
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 Letter No. 0016/2009

**The Chief Executive Officer,
Of the Vocational Education Committee
Named in the Address**

**Travel and Subsistence Allowances - Chief Executive Officers,
Whole-Time Teachers and Part Time Teachers.**

I am to convey the sanction of the Minister for Education and Science for the payment of revised rates of travel and subsistence allowances to:

- Chief Executive Officers and Whole-time Teachers of Vocational Education Committees, and
- Part-time Teachers operating between two or more centres for Day Courses, who are obliged to travel in the performance of their duties.

The revised rates are specified overleaf and are payable with effect from the date referred to. This Circular Letter has been published on the Web and may be accessed at www.education.ie.

The Kilometre version of the travel rates shown in this Circular reflects a conversion of current mileage rates at a ratio of 1:1.609 as provided for in The European Communities (Units of Measurement) (Amendment) Regulations, 2001.

The prior written approval of the Minister will continue to be required in respect of proposed journeys abroad on the business of the Committee. The Department, as required, will supply information regarding the appropriate rates for any particular journey.

The Minister wishes to remind Vocational Education Committees of the need to ensure that all possible economics are secured in expenditure in respect of travel both at home and abroad. Chief Executive Officers 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. (Circular Letter F41/82 refers).

Any queries about the application of this Circular Letter should be addressed to Mr. Stephen Lawless (09064-83767) or Ms. Colette Naughton (09064-83769).

**Matthew Ryan.
Principal Officer.
23 March 2009**

Subsistence Allowance – Chief Executive Officers and Whole-time Teachers
Rates effective from 5 March 2009.

Grade	Night Allowances			Day Allowances	
	First Seven Nights Continuous	8 th to 21 st Night	After 21 st Night	10 Hours Or More	5 Hours But Less Than 10 Hours
	€	€	€	€	€
CEO	108.99	100.48	54.48	33.61	13.71
Whole-Time Teacher	107.69	92.11	53.87	33.61	13.71

Revised Motor Mileage Rates effective from 5 March 2009.

Official Mileage In a Calendar Year	Engine Capacity Up to 1,200 cc	Engine Capacity 1,201 cc to 1,500 cc	Engine Capacity 1,501 cc and over
	Cent	Cent	Cent
Up to 4000	62.94	74.42	95.05
4,001 and over	34.13	38.00	45.79

Revised Reduced Motor Mileage Rates effective from 5 March 2009.

Engine Capacity Up to 1,200 cc	Engine Capacity 1,201 cc to 1,500 cc	Engine Capacity 1,501 cc and over
Cent	Cent	Cent
23.55	26.76	31.36

Revised Motor Travel Rates per Kilometre effective from 5 March 2009.

Official Motor Travel In a Calendar Year	Engine Capacity Up to 1,200 cc	Engine Capacity 1,201 cc to 1,500 cc	Engine Capacity 1,501 cc and over
	Cent	Cent	Cent
Up to 6,437km.	39.12	46.25	59.07
6,438km. and over	21.22	23.62	28.46

Revised Reduced Motor Travel Rates per kilometre effective from 5 March 2009.

Engine Capacity Up to 1,200 cc	Engine Capacity 1,201 cc to 1,500 cc	Engine Capacity 1,501 cc and over
Cent	Cent	Cent
14.64	16.64	19.49