

Brainse an Iarbhunoideachais
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. 0020/2009

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

Travel and Subsistence Allowances – Clerical and Administrative Staff.

I am to convey the sanction of the Minister for Education and Science for the payment of revised rates of Travel and Subsistence Allowances attached herewith to Clerical and Administrative staff of Vocational Education Committees with effect from 5 March 2009.

This Circular Letter has been published on the Web and may be accessed at www.education.ie.

Rates are stated in mile and kilometre format in the attached schedule. In future these rates will be referred to as the motor travel rates.

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.

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**

Revised Subsistence Allowance Rates Effective From 5 March 2009.

Class of Allowances	Allowances			Allowances	
	Night Normal Rate	Reduced Rate	Detention Rate	Day 10 Hours or More	5 Hours but Less than 10 Hours
	€	€	€	€	€
A	108.99	100.48	54.48	33.61	13.71
B	107.69	92.11	53.87	33.61	13.71

Officers Eligible for:

Class A Allowances:

- Principal Officer
- Assistant Principal Officer
- Grade VII (Administrative Officer)

Class B Allowances:

- Grade VI (Senior Staff Officer)
- Grade V (Staff Officer)
- Grade IV (Assistant Staff Officer)
- Grade III (Clerical Officer)

Rates per Mile 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 4,000	64.54	76.94	97.95
4,001 and over	34.91	39.14	47.36

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 6,437 km.	40.11	47.82	60.88
6,438 km. and over	21.70	24.33	29.43