



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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HSE HR Circular 20/2008

To: Each National Director, HSE
Each Asst. National Director, HSE
Each Local Health Manager, HSE

14th August 2008

Re: Value for Money Programme (VFM) / Key rules governing payment of travel and subsistence to HSE employees

I refer to my communication of 26 June 2008 re the above, and a subsequent 'High Level Group' meeting with the health service unions. This communication now clarifies the situation in the light of this meeting.

Travel and subsistence expenses will be paid in accordance with the provisions of the public service "Travelling and Subsistence Regulations", the key provisions which are summarised below.

An Employee will only be authorised to use his or her car in the following circumstances:

- a. Where there is no public transport available
- b. Where public transport is available only at equal or greater expense
- c. Where the use of public transport would result in the loss of the employees time which it is necessary to avoid.

Expenditure on travel and subsistence should be strictly appraised and monitored. It is the duty of the Line Manager to ensure that only essential travel is undertaken. Any travelling duties should be planned so as to reduce the total amount of travel to the minimum consistent with efficiency.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Sean McGrath', written over a horizontal line.

Sean McGrath
National Director of Human Resources