



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna
Feidhmeannacht na Seirbhíse Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

Office of the National Director of Human Resources
Health Service Executive
Dr. Steevens' Hospital
Dublin 8

Teil/Tel: (01) 635 2319
Rphost/ E-mail: nationalhr@hse.ie

To: Each Member of the Directorate and Leadership Team
Each Chief Officer, CHO
Each CEO, Hospital Group
Each CEO, Section 38 Agency
Each Employee Relations Manager
HR Senior Staff

From: Rosarii Mannion, National Director Human Resources

5th April, 2017

Re: HR Circular 009/2017 – Subsistence Allowance Abroad

Dear Colleagues,

I wish to confirm that the Department of Health have advised of the approval of the Minister for Public Expenditure and Reform of the revision of rates of subsistence allowance payable to civil and public servants in respect of absences aboard on official business (DOH circular 7/2017 refers).

The revised rates will apply with effect from 1st April 2017.

The precise arrangements for applicability of these revised rates are set out in attached letter of March 6th from Department of Public Expenditure and Reform (DPE126/008/2015 refers) and accompanying appendices 1 and 2.

In respect of same, the following should be noted:

- a) In accordance with changes in the Domestic Subsistence and reflecting requirements for official foreign travel, the Class “B” rate for foreign travel will no longer be used.

- b) The rate formerly referred to as the “Conference Rate” has now been renamed the Vouched Accommodation (VA) rate. The Vouched Accommodation rate consists of the vouched costs of accommodation plus the rate listed in the “VA Rate” column.

Officers should continue to observe all instructions in forces from time to time relating to Foreign Travel and Subsistence.

All queries with regard to the contents of this Circular should be to Advisory Services, HSE CERS, 63-64 Adelaide Road, Dublin 2. 01 6626966, info.t@hse.ie

Please ensure that the contents of this Circular and accompanying appendices are notified to all relevant personnel within your agency or employment.

Yours sincerely,



Rosarii Mannion,
National Director of Human Resources.