



Circular 17/2023

15 December 2023

To: National Director of Human Resources, HSE  
CEOs and HR Managers of the NCSA's

### **Revision of Domestic Subsistence Rates**

Dear Sir/Madam

I am directed by the Minister for Health to refer to the standard rates of subsistence allowance in Ireland. The rates have been reviewed in accordance with an agreed recommendation made by the General Council under the Scheme of Conciliation and Arbitration for the Civil Service.

#### **Standard Domestic Subsistence Rates**

1. The following changes will be made to the overnight rate with effect from 14<sup>th</sup> of December 2023. The overnight rate will increase from €167 to €195. The revised rates are set out in the schedule on Pg2.
2. In accordance with the agreed procedures and in line with changes to the Consumer Price Index (CPI), the daily subsistence 5 Hour rate of €16.29 rises to €17.92 and the 10 Hour rate of €39.08 rises to €42.99. The revised rates are specified in the schedule on Pg2.
3. Future arrangements covering all travel and subsistence payments will include a mechanism for reductions in rates to reflect any future downturn of the relevant CPI element.

#### **Vouched Accommodation ("VA") Rate for Dublin**

4. A Vouched Accommodation (VA) rate continues to apply where employees encounter difficulties in sourcing suitable accommodation in Dublin within the standard rate.
5. In such cases, a VA Rate will remain the vouched costs of accommodation up to a limit of the standard overnight rate (€195) plus €42.99 (2 meal - 10 Hour Rate).  
In accordance with existing policy, where an employee sources accommodation that exceeds the cost of the standard overnight rate or vouched accommodation rate as appropriate, they will be solely responsible for meeting the additional accommodation expense. Attention is drawn to Paragraph 3 of Civil Service Circular 11/1982: Travelling and Subsistence Regulations which states that the 'subsistence allowance payable is not intended to meet the whole cost of subsistence'.
6. The standard overnight rate will continue to apply where employees source accommodation and meals in Dublin within the rate. Where employees cannot source accommodation within this rate, they may claim the VA rate. Accommodation costs while claiming the VA rate must be vouched.

## General

7. Payment of the rates authorised in this Circular are subject to the regulations issued in Civil Service Circular 11/1982 and any other instructions in force from time to time, including the distance requirements outlined in DoH Circular 8/2015: Subsistence Allowances.
8. Managers should continue to appraise, monitor and ensure that only essential travel is undertaken and that the number of employees on any official journey is kept to the absolute minimum.

## Queries

Requests for clarification from individual employees should be directed to the employee's own HR Manager where they are employed. Requests for clarification from HSE National Employee Relations Service, or HR Managers in the NCSA's should be raised directly with [National\\_HR\\_Unit@health.gov.ie](mailto:National_HR_Unit@health.gov.ie).

Please bring this circular to the attention of hr managers, payroll and staff of your organisation. The HSE is also requested to bring this circular to the attention of all Section 38 employers.

Yours sincerely



Michael O'Leary  
Principal Officer  
PPSU & IRU, Resources Division

## Standard Domestic Subsistence Rates

Effective 14<sup>th</sup> December 2023

Overnight Rates		
Normal Rate	Reduced Rate	Detention Rate
€195.00	€175.50	€97.50

Day Rates	
10 hours or more	5 hours but less than 10 hours
€42.99	€17.92

## Vouched Accommodation (VA) Dublin only

Vouched Accommodation ("VA") Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €195.00	Plus	€42.99