

E105/4/2006

23<sup>rd</sup> April 2015

**Circular 05/2015: Subsistence Allowances**

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform to refer to the standard distance requirements and rates of subsistence allowance in Ireland which 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 (General Council Report 1531 refers). As a result, the Minister has agreed that the following changes will be made to the distance requirements and the rates, with effect from 1 July 2015. The revised rates are specified in the schedule at Appendix 1.
2. The Class B subsistence rates will cease to apply with effect from 1 July 2015. Thereafter, subsistence payments for all staff will be paid at the rate specified in Appendix 1.

**Changes to the Distance requirements**

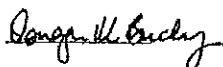
*Overnight Subsistence Allowance*

3. With effect from 1 July 2015, an overnight allowance will not generally be payable in respect of a necessary absence on official business that is within 100 km of an officer's home or headquarters (whichever is the lesser). However, in exceptional circumstances and where a department is satisfied that an operational need exists, an overnight allowance may be paid for an absence on official business at any location within the above distance limits but in excess of 50 km of home or headquarters (whichever is the lesser).

*Day Subsistence Allowance*

3. With effect from 1 July 2015, a day allowance is not payable for an absence on official business that is within 8 km of an officer's headquarters or home (whichever is the lesser).
4. Payment of the rates authorised in this Circular will be subject to the regulations issued with Circular 11/82 and any other instructions in force from time to time. These regulations apply to all civil servants including departmental grades.
6. Heads of Departments should continue to appraise, monitor and ensure that only essential travel is undertaken and that the number of officers on any official journey is kept to the absolute minimum.
7. Any enquiries about this Circular from Departments should be emailed to [Travel.Policy@per.gov.ie](mailto:Travel.Policy@per.gov.ie). **Personal enquiries from individual officers should be addressed to the Personnel Unit of the employing Department/Office.** This Circular is also available on the Departments website at [www.per.gov.ie](http://www.per.gov.ie).

Mise le meas



Oonagh Buckley  
Assistant Secretary