



Circular 4/2022

28 July 2022

To: National Director of Human Resources, HSE  
CEOs and HR Managers of the NCSAs

**Re: Domestic Subsistence Allowances**

Dear Sir/Madam

I am directed by the Minister for Public Expenditure and Reform to inform you about revised standard rates of subsistence allowance in Ireland.

**General**

The Department of Public Expenditure and Reform have issued the attached DPER Circular 17/2022: Domestic Subsistence Allowance, which is effective from 1 September 2022.

In line with the agreed criteria of reviewing changes in the Consumer Price Index (CPI) in the accommodation and the eating out elements, an increase in the accommodation rates have been identified at 13.5% and as such a new Domestic Overnight rate will be introduced up to €167 per night.

The day rates were changed in 2021. The % to trigger a change has not been reached at this time and they remain the same.

**Circulation**

The contents of this circular should be brought to the attention of all HR managers, payroll staff, and all employees of the HSE, Section 38 Agencies and the NCSAs.

**Queries**

Requests for clarification from individual employees should be directed to the employees own HR Manager where they are employed. Requests for clarification from payroll and HR managers in the HSE and Section 38 agencies should be directed to the HSE National Employees Relations Service [info.t@hse.ie](mailto:info.t@hse.ie) who if required, will raise the matter further with the Department of Health at [National\\_HR\\_Unit@health.gov.ie](mailto:National_HR_Unit@health.gov.ie) Requests for clarification from HR Managers in the NCSAs should be raised directly with [National\\_HR\\_Unit@health.gov.ie](mailto:National_HR_Unit@health.gov.ie)

Yours sincerely

Margaret Campbell  
Principal Officer, Resources Division

27<sup>th</sup> July 2022

## **DPER Circular 17/2022: Domestic Subsistence Allowances**

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform 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**

2. The following changes will be made to the overnight rate with effect from 1<sup>st</sup> of September 2022. The overnight rate will increase from €147 to €167. The revised rates are set out in the schedule at Appendix 1.
3. In accordance with the agreed procedures and in line with changes to the Consumer Price Index (CPI) the standard 5 & 10 Hour rates are not being increased. Changes to these rates are based upon the changes in “eating out” elements of the Consumer Price Index (CPI). Changes in this category are reviewed for the period from March to March and, where the percentage change exceeds 5%, rates are revised.
4. 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**

5. A Vouched Accommodation (VA) rate continues to apply where officers encounter difficulties in sourcing suitable accommodation in Dublin within the standard rate.
6. In such cases, a Vouched Accommodation Rate will remain the vouched costs of accommodation up to a limit of the standard overnight rate (€167.00) plus €39.08 (2 meal - 10 Hour Rate).
7. In accordance with existing policy, where an officer 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 Circular 11/1982: Travelling and Subsistence Regulations which states that the ‘subsistence allowance payable is not intended to meet the whole cost of subsistence’.
8. The standard overnight rate will continue to apply where officers source accommodation and meals in Dublin within the rate. Where officers cannot source accommodation within this rate, they may claim the VA rate. Accommodation costs while claiming the VA rate must be vouched.

### **General**

9. Payment of the rates authorised in this Circular are subject to the regulations issued in Circular 11/1982 and any other instructions in force from time to time, including the distance requirements outlined in Circular 05/2015: Subsistence Allowances. These regulations apply to all civil servants including departmental grades.
10. 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.
11. This Circular should be brought to the attention of all bodies under the aegis of your Department or Office and all officers in your Department or Office who are responsible for travel and subsistence.

Mise le meas



---

Colin Menton, Assistant Secretary

### Standard Domestic Subsistence Rates

Effective from 1<sup>st</sup> September 2022

Overnight Rates		
Normal Rate	Reduced Rate	Detention Rate
€167.00	€150.30	€83.50

Day Rates	
10 hours or more	5 hours but less than 10 hours
€39.08	€16.29

### Vouched Accommodation (VA) Dublin only

Vouched Accommodation ("VA") Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €167.00	Plus	€39.08