



Circular 5/2022

28 July 2022

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

**Re: Motor Travel Rates**

Dear Sir/Madam

I am directed by the Minister for Public Expenditure and Reform to inform you about revised motor travel rates.

**General**

The Department of Public Expenditure and Reform have issued the attached DPER Circular 16/2022: Revised Motor Travel Rates, which is effective from 1 September 2022.

**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 16/2022: Revised Motor Travel Rates**

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform to say that he has accepted an agreed recommendation of the General Council under the Scheme of Conciliation and Arbitration for the Civil Service in regard to a general review of the arrangements applying to motor mileage rates for civil servants.

**Revised Rates and Arrangements**

2. The rates and mileage bands in place since 1<sup>st</sup> April 2017 have been reviewed in the context of current motoring input costs. The revised rates are based on a methodology that reflects changes in technology, road conditions, commuter behaviour, and car ownership patterns. It also takes account of the commitments by Government in relation to the Climate Action Plan 2021 (CAP 21) and for the first time a dedicated rate is introduced for Electric Vehicles (EVs).
3. It should be noted that in support of the Climate Action Plan 2021 (CAP 21) and in the interests of administrative efficiency, it is the Department's intention to move at the time of the next review to a new single rate for all cars regardless of engine type. It is acknowledged that vehicle purchase is a medium term decision requiring future planning and that a move to a single rate will require a transitional period. In that context, discussions will commence with the Staff Side representatives.
4. As a first step in the transition to a single rate, the EV rate is being increased and is being set at the same rate as that applying to vehicles in the middle category of 1,201 to 1,500. Please note that Officials wishing to claim mileage for an EV must reregister the details of their car after 1<sup>st</sup> September and declare the category being claimed.
5. Hybrid vehicles will continue to be recouped at the equivalent Internal Combustion Engine (ICE) rates and should not be claimed in the EV category.
6. Details of the revised rates are set out in Appendix 1 of this Circular and will apply from 1<sup>st</sup> September 2022.
7. The amount of mileage accumulated by officers between 1st January 2022 and 1st September 2022 will not be altered by the introduction of revised rates.
8. Mileage to date will, however, count towards aggregated mileage for the year.
9. All mileage claims in respect of the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> August 2022 should be made before 31<sup>st</sup> August.
10. The rates listed in the Appendix to this Circular will be fixed for a period of three years. However, in the event of any future downturn in input costs, the rates may be adjusted to reflect the changing costs.
11. Payment of the rates authorised in this Circular will be subject to the regulations issued in Circular 11/1982 and any other instructions in force from time to time.
12. Heads of Departments should continue to ensure that only essential travel is undertaken and that the number of officers on any official journey is kept to the absolute minimum.

13. 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.

Mise le meas,



Colin Menton  
Assistant Secretary

## Appendix 1

### Motor Travel Rates 2022 rates effective from 1<sup>st</sup> September 2022

#### Motor Travel Rates per kilometre

Distance Bands		Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1	0 – 1,500 km	41.80 cent	43.40 cent	51.82 cent
Band 2	1,501 – 5,500 km	72.64 cent	79.18 cent	90.63 cent
Band 3	5,501 – 25,000 km	31.78 cent	31.79 cent	39.22 cent
Band 4	25,001 km and over	20.56 cent	23.85 cent	25.87 cent

#### Reduced Motor Travel Rates per kilometre

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
21.23 cent	23.80 cent	25.96 cent

Reduced mileage rates apply for journeys associated with an official's job but not solely related to the performance of those duties. Examples include necessary travel in relation to:-

- attendance at confined promotion competitions
- attendance at approved courses of education / conferences