



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive
Dr. Steevens' Hospital
Dublin 8

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To: Each Member of the Directorate and Leadership Team
Each Assistant National Director HR
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each CHO HR Manager
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery

4th December, 2018

Re: HR Circular 027/2018 re Domestic Subsistence Allowances

Dear Colleagues,

I enclose a copy of Department of Health Circular 14/2018 which sets out the revised domestic subsistence allowances arising out of the general review of the standard rates of subsistence allowance in Ireland (DPER Circular 18/2018 Domestic Subsistence Allowances).

The key features of the revised arrangements are as follows:

- *The standard overnight rate has been increased while the day rates remain unchanged;*
- *The Vouched Accommodation rate has been increased;*
- *Clarification on when the Vouched Accommodation rate applies.*

The revised rates are set out in Appendix 1 of DPER Circular 18/2018 (attached).

The effective date for the revised domestic subsistence arrangements is **1st October 2018**.

All managers are reminded of the requirement to 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.

Please ensure that this Circular is brought to the attention of all relevant staff in your area of responsibility particularly those working in Payroll.

Queries

Queries from individual employees regarding the implementation of this Circular should be addressed by local management or their local HR Department.

Queries from HR Departments on this Circular may be referred to Aoife O Riordan, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966; Email: aoife.oriordan@hse.ie

Please note that the National HR Help Desk is also available to take queries on 1850 444 925 or ask.hr@hse.ie

Yours sincerely,



**Rosarii Mannion,
National Director of Human Resources.**