

Ref: DPE00/00/2018

1st October 2018

Circular 18/2018: 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 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.

Standard Domestic Subsistence Rates

2. The Minister has agreed that the following changes will be made to the rates, with effect from 1st October 2018. The revised rates are specified 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 overnight rate has been increased, while both day rates remain unchanged.

Vouched Accommodation (“VA”) Rate for Dublin

4. A Vouched Accommodation (“VA”) rate continues to apply where officers encounter difficulties in sourcing suitable accommodation in Dublin within the standard rate.
5. In such cases, a Vouched Accommodation Rate consisting of the **vouched** costs of accommodation up to a limit of the standard overnight rate (€147.00) plus €33.61.
6. 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. Officers’ 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’.

7. 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

8. 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.
9. 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.
10. 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.
11. **Enquiries from individual officers in respect of this circular should be addressed to the HR Unit of the employing Department/Office in the first instance.** Any enquiries about the application of this Circular from Departments should be emailed to Travel.Policy@per.gov.ie. This Circular is also available on www.circulars.gov.ie.

Mise le meas



Colin Menton
Assistant Secretary

To/All Departments etc.

Standard Domestic Subsistence Rates

Effective from 1st October 2018

Overnight rates		
Normal Rate	Reduced Rate	Detention Rate
€147.00	€132.30	€73.50

Day Rates	
10 hours or more	5 hours but less than 10 hours
€33.61	€14.01

Vouched Accommodation (“VA”) Domestic Subsistence Rates (for use in Dublin only)

Effective from 1st October 2018

Vouched Accommodation (“VA”) Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €147.00	Plus	€33.61

