



**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

Tel: 01 635 2319 Email: nationalhr@hse.ie

**To: Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officer  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHOs  
Each Head of HR CHOs  
Head of HR, PCRS  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery  
Each Clinical Director  
Director National Ambulance Service**

**From: Anne Marie Hoey, National Director of Human Resources**

**Date: 22<sup>nd</sup> November 2021**

**Re: HR Circular 039/2021 – Revision to Domestic Subsistence Allowances**

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Dear Colleagues

Please see attached Department of Health Circular 17/2021, incorporating Department of Public Expenditure and Reform Circular 23/2021, which outlines changes to the Domestic Subsistence Allowances.

The revised rates are applicable with effect from **1 December 2021**. Please see the attached DPER circular for full details on these changes.

#### **Standard Domestic Subsistence Rates**

The daily subsistence five hour rate has increased to **€16.29** from €15.41, and the ten hour rate has increased to **€39.08** from €36.97. The standard overnight rate is not being increased.

### **Vouched Accommodation (“VA”) rate for Dublin**

A Vouched Accommodation rate continues to apply where difficulties are encountered sourcing suitable accommodation in Dublin within the standard rate. In such cases, a Vouched Accommodation rate will remain the **vouched** cost of accommodation up to a limit of the standard overnight rate (€147) plus **€39.08**. In accordance with existing policy, employees are responsible for any cost of their accommodation which is in excess of the standard overnight or vouched accommodation rate.

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 managers in your area of responsibility.

### **Queries**

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Help Desk is also available to take queries on 1850 444 925 or email:

[ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Queries from HR Departments on the contents of this Circular may be referred to National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966, Email: [info.t@hse.ie](mailto:info.t@hse.ie)

Yours sincerely



**Anne Marie Hoey**  
**National Director of Human Resources**