



13 March 2017

Circular EL 01/2017: Domestic Subsistence Allowances

A Dhuine Uasail,

1. I am directed by the Minister for Housing, Planning, Community and Local Government to refer to the standard rates of subsistence allowance in Ireland which have been reviewed and revised.

Standard Domestic Subsistence Rates

2. The following changes will be made to the rates with effect from 01 April 2017. The revised rates are specified in the schedule at Appendix 1. From 01 April 2017, these rates replace all other rates of subsistence currently in use.
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. In recognition of difficulties in sourcing suitable accommodation in Dublin within the standard rate, it has been agreed that, with effect from 01 April 2017, a separate Vouched Accommodation (“VA”) rate may apply where officers are claiming an overnight allowance in Dublin.
5. In such cases, a Vouched Accommodation Rate consisting of the **vouched** costs of accommodation up to a limit of the standard overnight rate (€133.73) plus the appropriate day rate for the officer’s meals, may be claimed.
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.

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 with previous circulars and any other instructions in force from time to time. These regulations apply to all public servants including local authority employees.

9. Chief Executives 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 staff in your authority and all officers 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 local authority in the first instance. Any enquiries regarding the application of this Circular from HR Units should be emailed to: localservices@housing.gov.ie.

Mise le meas,



Conor McCabe
Assistant Principal Officer
Local Government HR

Standard Domestic Subsistence Rates

Effective from 1st April 2017

Overnight rates		
Normal Rate	Reduced Rate	Detention Rate
€133.73	€120.36	€66.87

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 April 2017

Vouched Accommodation (“VA”) Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €133.73	Plus	€33.61