



13 March 2017

Circular EL 02/2017: Subsistence Allowances Abroad

A Dhuine Uasail

1. I am directed by the Minister for Housing, Planning, Community and Local Government to refer to the revision of rates of subsistence allowance payable to local authority employees in respect of absences abroad on official business, as set out in the Appendices 1 and 2 to this Circular.
2. The revised rates will come into effect from 1st April 2017.
3. In accordance with changes in the Domestic Subsistence and reflecting modern requirements for official foreign travel, the Class 'B' rate for foreign subsistence will no longer be used.
4. The rate formerly referred to as the "Conference Rate" has now been renamed the Vouched Accommodation ("VA") Rate. The Vouched Accommodation Rate consists of the vouched costs of accommodation plus the rate listed in the "VA Rate" column.
5. In most circumstances, the "Overnight Rate" in respect of accommodation and three meals will apply. However, the use of the Vouched Accommodation Rate may be justified in certain cases. Officers should familiarise themselves with guidelines on when the VA Rate may be claimed in the first instance. Examples of such cases may include:
 - a. In all cases where travel is to Brussels on overnight visits;
 - b. Where accommodation is provided at no cost to the officer;
 - c. Where the local authority sources reasonably-priced accommodation on behalf of the officer through a travel provider;
6. Officers should continue to observe all instructions in force from time to time relating to Foreign Travel and Subsistence.

7. Expenditure on travel and subsistence must continue to be strictly appraised and monitored. Officers who travel abroad should limit reimbursable expenditure to the minimum consistent with the requirements of the visit. Chief Executives 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.
8. This circular should be brought to the attention of all staff in your authority and all officers who are responsible for foreign travel and subsistence.
9. 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

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Conor McCabe
Assistant Principal Officer
Local Government HR

Attached:

1. Appendix 1: Short list of countries
2. Appendix 2: Long list of countries