

BOO – Airgeadas agus Pearsanra Riaracháin  
An Roinn Oideachais & Scileanna  
Cor na Madadh  
Baile Átha Luain  
Co. na hIarmhí  
N37 X659



ETB Financial & Administrative Personnel  
Department of Education & Skills  
Cornamaddy  
Athlone  
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N37 X659

## **Circular Letter 0036/2017**

### **To the Chief Executive of each Education and Training Board**

### **Domestic Travel and Subsistence Rates Effective from 1<sup>st</sup> April 2017 Payable to Staff in Education and Training Boards (ETBs)**

#### **INTRODUCTION**

Following a review by the Minister of Public Expenditure and Reform of standard rates of travel and subsistence allowances, I am directed by the Minister for Education and Skills to inform you of changes to the rates of travel and subsistence allowances which are payable to staff employed by Education and Training Boards.

ETBs are reminded that travel and subsistence expenditure is subject to approved limits. It is a matter for each ETB to ensure compliance with its budgetary limits and the Chief Executive 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.

ETBs should ensure that all possible economies are secured in expenditure in respect of travel both at home and abroad.

Travel should be by public transport where possible. Where conveyance by rail or bus is practicable, the allowance to be paid will be the actual expenses of travel. Where the use of an officer's private vehicle is necessary, mileage allowances may be paid in line with the rates notified in this circular.

#### **REVISED TRAVEL AND SUBSISTENCE RATES**

##### **Motor Travel**

1. The previous system of rates and mileage bands in place since January 1999 has been reviewed by the Department of Public Expenditure and Reform (DPER) in the context of modern motoring needs and conditions.
2. The revised rates are based on a methodology that reflects changes in technology, road conditions, commuter behaviour, and car ownership patterns. Some of the key changes made to the formula include:
  - (a) An increase in the number of distance bands from two to four allowing a more nuanced compensation regime focused on officers who do significant work related driving;
  - (b) A lower recoupment rate for the first 1,500km;
  - (c) An increased recoupment rate from 1,501km to 5,500km focussed on officers who do significant work related driving;
  - (d) More beneficial compensation rates for cars with lower engine sizes and emissions;
  - (e) The formula for calculating mileage now assumes an officer replaces their car every four years rather than every three years;
  - (f) The Government's National Policy on Climate Action commits to the development of a cost effective policy for reducing carbon emissions and increasing efficiency within the

transport sector. The importance of encouraging officers to choose more environmentally-friendly vehicles and methods of travel is noted and future arrangements will move progressively in this direction in subsequent revisions of the mileage formula.

3. Details of the new arrangements are set out in Appendix 1 of this Circular.
4. The amount of mileage accumulated by an officer between 1<sup>st</sup> January 2017 and 1<sup>st</sup> April 2017 will not be altered by the introduction of these new bands and rates. Mileage to date will, however, count towards aggregated mileage for the year.

For example, an officer driving a car in the '1200-1500cc' engine size who had claimed 1,400km on 1st April 2017 would then move to the new Band 1 and receive 39.86 cent per kilometre. Once they have driven a further 100km, they would then move to Band 2 and receive 73.21 cent per kilometre.

5. All mileage claims in respect of the period 1<sup>st</sup> January 2017 to 31<sup>st</sup> March 2017 should be made as soon as possible and may be paid in accordance with the arrangements pertaining prior to 1<sup>st</sup> April 2017.
6. The rates listed in Appendix 1 of this Circular will be locked in for a period of three years. It is the intention of DPER that any future review of this formula will include a five year replacement rate, in order to take account of increased efficiencies and improvements in motor technology.

### **Standard Domestic Subsistence Rates**

7. The revised standard rates of subsistence allowance in Ireland are specified in the schedule at Appendix 2.
8. 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**

9. In recognition of difficulties in sourcing suitable accommodation in Dublin within the standard rate, it has been agreed that, with effect from 1<sup>st</sup> April 2017, a separate Vouched Accommodation ("VA") rate may apply where officers are claiming an overnight allowance in Dublin.
10. 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.
11. 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.
12. 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.

### **DATE OF IMPLEMENTATION FOR THE REVISED ARRANGEMENTS**

The implementation date for the revised rates of travel and subsistence allowances for all staff employed by ETBs, including those on leave of absence, is the 1<sup>st</sup> April 2017.

## **GENERAL**

Payment of rates authorised in this Circular are subject to Circular 11/82 and any other instruction in force from time to time, including the distance requirements outlined in DPER Circular 05/2015: Subsistence Allowances with effect from 1<sup>st</sup> July 2015.

Please ensure that copies of this circular are brought to the attention of all staff employed by ETBs, including those on leave of absence.

This circular can be accessed on the Department of Education and Skills web page: [www.education.ie](http://www.education.ie)

## **QUERIES**

Queries in relation to individual applications should be raised with the relevant ETB in the first instance.

General queries in relation to this circular should be e-mailed to the Department at [financialetb@education.gov.ie](mailto:financialetb@education.gov.ie).

Depending on the nature and volume of queries received, the Department may publish a Frequently Asked Questions (FAQ) at a later date, as an Appendix to this circular letter.

## **PREVIOUS CIRCULAR**

This circular supersedes Departmental issued travel and subsistence allowances circulars 16/2009 and 20/2009.

Hubert Loftus  
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May 2017

## Appendix 1

### Motor Travel Rates 2017 Effective from 1<sup>st</sup> April 2017

#### Motor Travel Rates per kilometre

Distance Bands		Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1	0 - 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent

#### Reduced Motor Travel Rates per kilometre

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
16.59 cent	17.63 cent	18.97 cent

## Appendix 2

### Standard Domestic Subsistence Rates Effective from 1<sup>st</sup> 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	Vouched cost of accommodation up to €133.73	Plus	€33.61