



**Circular Letter 63/2018**

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

**Changes to the Domestic Subsistence Rates Effective from 1<sup>st</sup> October 2018 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 subsistence allowances, I am directed by the Minister for Education and Skills to inform you of changes to the rates of 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.

**Standard Domestic Subsistence Rates**

1. The revised standard rates of subsistence allowance in Ireland are specified in the schedule at Appendix 1.
2. 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**

3. 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.
4. 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 the appropriate day rate for the officer's meals, may be claimed.



5. 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.
6. 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 subsistence allowances for all staff employed by ETBs, including those on leave of absence, is the 1<sup>st</sup> October 2018.

#### 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 and DPER Circular 18/2015: Subsistence Allowances with effect from 1<sup>st</sup> October 2018.

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.

Martina Mannion  
Principal Officer  
ETB Financial & Administrative Personnel Section  
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## Appendix 1

### Standard Domestic Subsistence Rates Effective from 1<sup>st</sup> 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	Vouched cost of accommodation up to €147.00	Plus	€33.61