An Roinn Caiteachais Phoiblí agus Athchóirithe Department of Public

Expenditure and Reform

Ref: DPE126/005/2015

1st December 2021

Circular 23/2021: Domestic Subsistence Allowances

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform to refer to the standard

rates of subsistence allowance in Ireland which have been reviewed in accordance with an agreed recommendation made by the General Council under the scheme of

conciliation and arbitration for the Civil Service.

**Standard Domestic Subsistence Rates** 

2. The Minister has agreed that the following changes will be made to the rates, with effect

from 1st December 2021. The daily subsistence 5 Hour rate of €15.41 rises to €16.29 and

the 10 Hour rate of €36.97 rises to €39.08. The revised rates are specified in the schedule

at Appendix 1.

3. In accordance with the agreed procedures and in line with changes to the Consumer

Price Index (CPI) the standard overnight rate will not be increased.

Vouched Accommodation ("VA") Rate for Dublin

4. A Vouched Accommodation (VA) rate continues to apply where officers encounter

difficulties in sourcing suitable accommodation in Dublin within the standard rate.

5. In such cases, a Vouched Accommodation Rate will remain the vouched costs of

accommodation up to a limit of the standard overnight rate (€147.00) plus €39.08.

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. Officers' attention is drawn to Paragraph 3 of Circular 11/1982: Travelling and

Subsistence Regulations, which states that the 'subsistence allowance payable is not

intended to meet the whole cost of subsistence'.

Government Buildings, Upper Merrion Street, Dublin 2, D02 R583

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 in Circular 11/1982 and any other instructions in force from time to time, including the

distance requirements outlined in Circular 05/2015: Subsistence Allowances. These

regulations apply to all civil servants including departmental grades.

9. Heads of Departments 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 bodies under the aegis of your

Department or Office and to all officers in your Department or Office 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 employing Department/Office in the first instance. Any enquiries about

the application of this Circular from Departments should be emailed to

support@Paytravelovertime.cloud.gov.ie This Circular is also available on

https://www.gov.ie/en/circulars/

Mise le meas

Elin Monton

Colin Menton

**Assistant Secretary** 



## Appendix I

## Standard Domestic Subsistence Rates

Effective from 1<sup>st</sup> December 2021

| Overnight rates Remain |              |                |  |  |
|------------------------|--------------|----------------|--|--|
| 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 |  |  |
| €39.08           | €16.29                         |  |  |

## Vouched Accommodation (VA) 1st December 2021 will remain

| Vouched Accommodation ("VA") Rate | Accommodation   |      | Meals  |
|-----------------------------------|---|------|--------|
| VA Rate                           | <u>Vouched</u> cost of accommodation up to<br>€147.00 | Plus | €39.08 |