



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage

30 November 2021

Circular EL 04/2021 - Domestic Subsistence Allowances

A Dhuine Uasail

1. I am directed by the Minister for Housing, Local Government and Heritage 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 for Public Expenditure and Reform 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. The subsistence allowance payable is not intended to meet the whole cost of subsistence when absent from home and headquarters and is not intended to be a source of emolument or profit.



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 previously issued and any other instructions in force from time to time, including the distance requirements outlined in Circular EL 02/2015: Subsistence Allowances.
9. Business Units 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. Enquiries from individual officers in respect of this circular should be addressed to the HR Unit of the local authority in the first instance. Enquiries concerning the application of this Circular from HR Units should be emailed to localservices@housing.gov.ie. This Circular is also available on the Department's website.

Mise, le meas,

Mary Turner
Assistant Principal Officer
Local Government HR



Appendix 1

Standard Domestic Subsistence Rates

Effective from 1st 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 €147.00	Plus	€39.08