



Circular Letter No: 0064/2021

To: Chief Executive of each Education and Training Board

Changes to the Domestic Subsistence Rates Effective from 1st December 2021 Payable to Staff in Education and Training Boards (ETBs) and members of ETBs and of ETB Statutory Committees

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 to inform you of changes to the rates of subsistence allowances which are payable to:

- (1) Staff in Education and Training Boards (ETBs) and
- (2) Members of ETBs and of ETB Statutory Committees.

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/members 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/member's private vehicle is necessary, mileage allowances may be paid in line with the rates notified in this circular.

Standard Domestic Subsistence Rates

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

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

A Vouched Accommodation (VA) rate continues to apply where officers/members encounter difficulties in sourcing suitable accommodation in Dublin within the standard rate.

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.

In accordance with existing policy, where an officer/member 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’/members’ 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’.

The standard Overnight rate will continue to apply where officers/members source accommodation and meals in Dublin within the rate. Where officers/members 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 members of ETBs, members of ETB statutory committees and all staff employed by ETBs, including those on leave of absence, is the 1st December 2021.

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.

In relation to members of ETBs and ETB statutory committees, the existing arrangements for school boards of management and Audit and Finance Committees will continue to apply, as follows:

- Travel expenses for members of school boards of management are to be capped at 20 kilometres per single journey by private car. Where travel is undertaken by bus or train, only vouched expenses will be payable.



- Subsistence allowances will not be payable to members of boards of management for attendance at board of management meetings. However, schools may provide tea/coffee and light refreshments, if authorised by the Board, from petty cash.
- External members of an Audit or Finance Committee who are in receipt of a fee for attendance at the Audit or Finance Committee are not entitled to claim travel and subsistence expenses.

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

This Circular can be accessed on the Department's website under www.gov.ie/education

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.

Teresa McNeill
Principal Officer
ETB Financial and Administrative Personnel Unit
December 2021



Appendix 1

Standard Domestic Subsistence Rates Effective from 1st December 2021

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
€39.08	€16.29

Vouched Accommodation (“VA”) Domestic Subsistence Rates (for use in Dublin only) Effective from 1st December 2021

Vouched Accommodation (“VA”) Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €147.00	Plus	€39.08