An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

Circular Letter 0039/2019

To the Chief Executive of each Education and Training Board

Changes to the Domestic Subsistence Rates Effective from 1st July 2019 Payable to Members of Education and Training Boards (ETBs) and 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 and Skills to inform you of changes to the rates and subsistence allowances which are payable to members of Education and Training Boards (ETBs) and 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 Board should continue to ensure that only essential travel is undertaken and that the number of 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 a member'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 1st April 2017, a separate Vouched Accommodation ("VA") rate may apply where members 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 member's meals, may be claimed.

5. In accordance with existing policy, where a 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.

6. The standard Overnight rate will continue to apply where members source accommodation and meals in Dublin within the rate. Where 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 travel and subsistence allowances for members of Education and Training Boards and Statutory Committees is the 1st July 2019.

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 1st July 2015.

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 Education and Training Boards and Statutory Committees.

This circular can be accessed on the Department of Education and Skills web page: 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.

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
July 2019

Appendix 1

Standard Domestic Subsistence Rates
Effective from 1st 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
€36.97	€15.41

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	€36.97