



Ref: DPE126/005/2015

20 January 2025

Circular 04/2025: Domestic Subsistence Allowances

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure NDP Delivery and Reform to refer to the standard rates of subsistence allowance in Ireland. The rates 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 following changes will be made to the overnight rate with effect from 29 January 2025. The overnight rate will increase from **€195 to €205.53**. The revised rates are set out in the schedule at Appendix 1.
3. Also in accordance with the agreed procedures and in line with changes to the Consumer Price Index (CPI). The daily subsistence 5 Hour rate of **€17.92** rises to **€19.25** and the 10 Hour rate of **€42.99** rises to **€46.17** the revised rates are specified in the schedule at Appendix 1.
4. Future arrangements covering all travel and subsistence payments will include a mechanism for reductions in rates to reflect any future downturn of the relevant CPI element.

Vouched Accommodation (“VA”) Rate for Dublin

5. A Vouched Accommodation (VA) rate continues to apply where officers encounter difficulties in sourcing suitable accommodation in Dublin within the standard rate.
6. In such cases, a Vouched Accommodation Rate will remain the vouched costs of accommodation up to a limit of the standard overnight rate (**€205.53**) plus **€46.17** (2 meal - 10 Hour Rate).



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. 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'.

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 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@Paytravelvertime.cloud.gov.ie. This Circular is also available on <https://www.gov.ie/en/circulars/>.

Mise le meas,

Barry O'Brien
Assistant Secretary



Appendix 1

Standard Domestic Subsistence Rates

Effective 29th January 2025

Overnight Rates		
Normal Rate	Reduced Rate	Detention Rate
€205.53	€184.98	€102.76

Day Rates	
10 hours or more	5 hours but less than 10 hours
€46.17	€19.25

Vouched Accommodation (VA) Dublin only

Vouched Accommodation ("VA") Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €205.53	Plus	€46.17