

**Our Ref: FOI/P102/2017**

10 July 2017

Mr. Ken Foxe  
[ken.foxe@gmail.com](mailto:ken.foxe@gmail.com)

Dear Mr. Foxe,

I refer to the request received on 21 June 2017 under the Freedom of Information Act 2014 for records held by this Department in relation to:

*“Copy of submission 00918 Travel and Subsistence Review”*

Decision

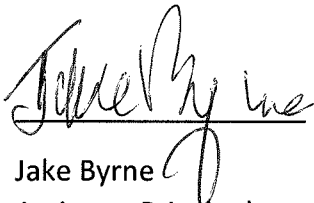
In my capacity as Deciding Officer, I made a final decision to forward you the attached records relating to the above request. I enclose with this letter a Schedule of these records, which describes each record and indicates what records are being granted or part granted, citing the appropriate sections of the FOI Act where applicable. This comprises **seven** records, which are all being released in full.

Rights of Appeal

You may apply to have this this decision reviewed under Section 21 of the Act by writing to the Freedom of Information Unit, Department of Public Expenditure and Reform, Merrion Street, Dublin 2, referring to this decision. You should make your appeal within 4 weeks from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of staff of this Department.

Please note that there is a fee of **€30** for making an appeal or **€10** for medical card holders and their dependents in which case details of the medical card registration number should be supplied together with consent to the verification of this information with the Health Service Executive. The fee, which should accompany your appeal, can be paid by way of Bank Draft, Money Order, Postal Money Order or personal cheque made payable to the Accountant, Department of Public Expenditure and Reform.

Yours sincerely,



Jake Byrne  
Assistant Principal

Remuneration, Industrial Relations and Pensions

## Schedule of Records: Summary of Decision Making

Record No.	Date	Brief Description of Record	No. of Pages	Decision: Grant/Part Grant/Refuse	Basis of Refusal - Section of Act	Reason for Decision	Public Interest Considerations (if applicable)	Identify deletions where record is part refused
1	08/03/2017	00918-16 Travel and Subsistence Review - <i>submission to Minister</i>	6	Grant				
2	08/03/2017	Appendix 1 - Motor Travel Rates XX-2017 FINAL - <i>draft circular setting out revised mileage rates</i>	3	Grant				
3	08/03/2017	Appendix 2 - Domestic Subsistence Circular XX-2017 - <i>draft circular setting out revised domestic subsistence rates.</i>	3	Grant				
4	08/03/2017	Appendix 3 - Foreign Sub Circular XX-2017 FINAL - <i>draft circular for foreign subsistence rates.</i>	2	Grant				
5	08/03/2017	Appendix 4 - Foreign Sub Rates XX-2017 Short list - <i>Appendix to foreign subsistence circular setting out the short list of rates.</i>	3	Grant				
6	08/03/2017	Appendix 5 - Ministers and Judiciary Motor Travel - <i>Appendix setting out the revised motor travel rates for Ministers and members of the Judiciary.</i>	2	Grant				
7	08/03/2017	Appendix 6 - QandA for TandS FINAL - <i>Q+A document explaining the changes.</i>	6	Grant				

Signed: \_\_\_\_\_

(Deciding Officer)

Date: \_\_\_\_\_

# 📎 00918-16: Travel and Subsistence Review

<b>To:</b> Minister	<b>Author:</b> Peter O'Brien Hogan
<b>Status:</b> Completed	<b>Owner:</b> Peter O'Brien Hogan
<b>Purpose:</b> Approval	<b>Reviewers:</b> Colin Menton
<b>Division/Office:</b> Remuneration and Industrial Relations	
<b>Decision By:</b>	

## Final Comment

Thanks for clarification on all of this. I agree to this submission. Paschal

## Action Required

Your approval is sought to implement the changes agreed with the Staff Side in relation to the following elements of Travel and Subsistence: 1. Motor Travel – new methodology and rates 2. Domestic Subsistence Rates 3. Foreign Subsistence Rates

## Executive Summary

The HRA provided for a review of Travel and Subsistence arrangements. Subsistence rates were revised in July 2015 and a mileage review has now been completed.

The objective for the mileage review was to set new rates which better reflected modern car engineering, fuel consumption, and road infrastructure. We also wanted to support the Government's agenda to reduce carbon emissions. The Staff Side had been pressing us to reverse the 25% cut imposed unilaterally in 2009 and we wanted to move the debate on from those historical rates.

Our objectives have been largely achieved in the agreement reached following discussions with the Staff Side which also included an Adjudication Hearing on one element. The revised methodology provides a more streamlined method of calculating rates that reflects the costs associated with modern motoring. Changes in the formula include:

- Change from two distance bands to four distance bands allowing a more nuanced recoupment regime
- A lower recoupment rate for 'casual drivers' (i.e. for the first 1,500km)
- The rates are more beneficial for cars with lower engine sizes and lower carbon emissions

The agreed rates will be locked in for three years.

### Domestic and Foreign Subsistence

The subsistence rates are being revised in response to difficulties in finding suitable accommodation in Dublin at the agreed rate.

Foreign subsistence rates have not changed since January 2010 and are being updated based on 2014 rates published by HM Revenue & Customs.

## **Comments**

There are no Comments.

## **Detailed Information**

Paragraph 2.28 of the Haddington Road Agreement provides for a review of Travel and Subsistence arrangements. Under the first phase of the review agreement was reached on revised Domestic Subsistence arrangements to apply from 1 July 2015. The second phase of the HRA review relates to the recoupment of Motor Mileage costs to travelling officers and discussions have been taking place with the Staff Side since Autumn 2015.

### Motor Travel Rates

The objective of our discussions is to revise the current methodology and to produce a more streamlined and user-friendly method of calculating rates that will reflect contemporary motor engineering and technology and improvements in the road infrastructure. The methodology is based on external data sources which will aid transparency in the process in the calculation of mileage rates in future.

As part of our revision of this formula certain redundant elements were removed. Other components have been updated to more accurately reflect the true cost of an officer using their own car for travel on official business.

In considering the changes to apply within the new formula, the Department had a preference to move from a car "replacement rate" that assumes an officer replaces their car every three years to every five years. We have noted and accommodated the Staff Side's concerns that travelling officers should be given advance notice of the proposed changes. In order to address these concerns, we have agreed to a phased introduction of the changes. The agreed formula assumes a car "replacement rate" of four years. We intend moving to a five year replacement rate in subsequent revisions.

One final difference is the change to a four distance band method from the current two distance bands. This results in a lower recoupment rate for 'casual drivers' (i.e. for the first 1,500km).

The rates are more beneficial for cars with lower engine sizes and lower carbon emissions and in that context the Parties noted that the Government's National Policy on Climate Action commits to the development of a cost effective policy for reducing carbon emissions and increasing efficiency in the transport sector.

The importance of encouraging officers to choose more environmentally-friendly vehicles and methods of travel is recognised. The Parties agreed to move progressively in this direction in subsequent revisions of the mileage formula and discussion will take place in advance of the agreed 3 year review.

The current rates which have applied since 2009 are set out below. You may wish to note that these rates are based on a unilaterally imposed 25% reduction of the 2008 rates (the last rates formally agreed with the Staff Side) following a Government decision.

The Parties agreed that the revised arrangements would hold for three years with the next review due to take place in 2019.

You may wish to note that Ministerial and Judicial travel rates will be adjusted in tandem with the new arrangements. **The Ministerial and Judicial mileage rates are shown in Appendix 5 - attached.**

#### 2009 Rates

Rates - € Per Kilometre	up to 1200cc	1201cc - 1500cc	1501cc & over
0-6437 (km)	39.12 cent	46.25 cent	59.07 cent
6438 & over (km)	21.22 cent	23.62 cent	28.46 cent

#### The newly agreed rates and distance bands are as follows:

Rates - € Per Kilometre	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1: Up to 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2: 1,500 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3: 5,500 – 25,000 km	27.55 cent	29.03 cent	32.21 cent

Band 4: 25,000 km and over	21.36 cent	22.23 cent	25.85 cent
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**A draft circular showing revised rates and bands is attached at Appendix 1.**

Variance in rates by Band

Advice was sought from the IGEEES in the development the formula which uses different levels of recoupment of Overhead Costs for each Band. The formula and bands take account of the volume of mileage an officer claims in one year. Overhead costs are taken as 0% in Band 1 (lower volume / occasional drivers) and are allocated at 40% in Band 2 and 40% in Band 3 where drivers do greater mileage. The focus of the new arrangements is to reward those providing cars for work so the highest recoupment rates apply in Band 2 (4,000km) and Band 3 (19,500km).

The remaining 20% is not accounted for in the formula as this is assumed to be covered by the officer's private use of their car.

Cost Impact

Based on the most recent year for which we have mileage data across the public service (excluding Local Authorities and VECs), we will see an increase of 12% in the mileage paid in a year, from €20.5m to €22.9m. The new arrangements restore approximately half of the savings that were implemented on foot of the 25% cut to mileage rates in 2009. As more public service bodies join the shared services more information on spending on mileage will become available and will allow us to assess to the effects of the changes across the public service.

Domestic Subsistence Rates

The Domestic Subsistence rates were revised with effect from 01 July 2015, with a concurrent increase in the eligible distance requirements (8km for "day rates" and 100km for overnight claims). It was agreed that these rates would only be changed when the "accommodation" and "eating out" elements of the Consumer Price Index increased or decreased by five percent. Increases to the "accommodation" element has led to an increase for the overnight rate.

The Staff Side has requested that we alter the ratio of accommodation to meals in the case of the domestic overnight subsistence rate. We have agreed to a ratio of 80:20 accommodation to meals. This results in an increase from the current overnight rate of €125 to €133.73. The "5 hour" and "10 hour" rates at €14.10 and €33.61 respectively will remain unchanged.

The Staff Side and some Departments have highlighted the fact that in many instances the overnight rate is not sufficient to cover the cost of a hotel room in Dublin. We have agreed to set up a discrete overnight subsistence rate for Dublin. This consists of the vouched cost of accommodation up to a maximum of the standard overnight rate (€133.73) plus the appropriate "5 hour" or "10 hour" rate which could lead to recoupment of up to €166 per night.

The standard Overnight rate will continue 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.

**A draft circular showing revised domestic subsistence rates is attached at Appendix 2.**

#### Foreign Subsistence Rates

The Foreign Subsistence rates have not been revised since January 2010. These rates are traditionally based on data provided by the British Foreign and Commonwealth Office (BFCO) and published by HM Revenue and Customs. The current rates have been in place since October 2014 and it is timely to review them now. We have agreed to update our Foreign Subsistence rates to incorporate the 2014 data which will remain in use in the UK until at least October 2017. The average increase over the 2010 figures in the region of 10%.

**A draft circular showing revised foreign subsistence rates is attached at Appendix 3.**

**A circular showing the most frequently used foreign subsistence is attached at Appendix 4.**

**A briefing document explaining the changes is attached at Appendix 6.**





Ref: DPE126/004/2015

XX XXX 2017

## **Circular XX/2017: Motor Travel Rates**

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform to say that he has accepted an agreed recommendation of the General Council under the scheme of Conciliation and Arbitration for the Civil Service in regard to a general review of the arrangements applying to motor mileage rates for civil servants.

### **Revised Arrangements**

2. The previous system of rates and mileage bands in place since January 1999 has been reviewed in the context of modern motoring needs and conditions. The revised rates are based on a methodology that reflects changes in technology, road conditions, commuter behaviour, and car ownership patterns.

Some of the key changes made to the formula include:

- a. An increase in the number of distance bands from two to four allowing a more nuanced compensation regime focused on officers who do significant work related driving;
  - b. A lower recoupment rate for the first 1,500km;
  - c. An increased recoupment rate from 1,501km to 5,500 focussed on officers who do significant work related driving;
  - d. More beneficial compensation rates for cars with lower engine sizes and emissions;
  - e. The formula for calculating mileage now assumes an officer replaces their car every four years rather than every three years.
  - f. The Government's National Policy on Climate Action commits to the development of a cost effective policy for reducing carbon emissions and increasing efficiency within the transport sector. The importance of encouraging officers to choose more environmentally-friendly vehicles and methods of travel is noted and future arrangements will move progressively in this direction in subsequent revisions of the mileage formula.
3. Details of the new arrangements are set out in Appendix 1 of this Circular and will apply from 1<sup>st</sup> April 2017.

4. The amount of mileage accumulated by officers between 1st January 2017 and 1st April 2017 will not be altered by the introduction of these new bands and rates. Mileage to date will, however, count towards aggregated mileage for the year.  
For example, an officer driving a car in the '1200-1500cc' engine size who had claimed 1,400km on 1st April 2017 would then move to the new Band 1 and receive 39.86 cent per kilometre. Once they have driven a further 100km, they would then move to Band 2 and receive 73.21 cent per kilometre.
5. All mileage claims in respect of the period 1<sup>st</sup> January 2017 to 31<sup>st</sup> March 2017 should be made **before** 31<sup>st</sup> March 2017.
6. The rates listed in the Appendix to this Circular will be locked in for a period of three years. It is this Department's intention that any future review of this formula will include a five year replacement rate, in order to take account of increased efficiencies and improvements in motor technology.
7. Payment of the rates authorised in this Circular will be subject to the regulations issued in Circular 11/1982 and any other instructions in force from time to time.
8. Heads of Departments should continue to ensure that only essential travel is undertaken and that the number of officers on any official journey is kept to the absolute minimum.
9. 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.
10. **Personal enquiries from individual officers should be addressed to the Personnel Unit of the employing Department/Office.** Any enquiries about this Circular from Departments should be emailed to [Travel.Policy@per.gov.ie](mailto:Travel.Policy@per.gov.ie). This Circular is also available on the Department's website at [www.circulars.gov.ie](http://www.circulars.gov.ie).

Mise le meas

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Colin Menton  
Assistant Secretary

To/All Departments etc.

## Motor Travel Rates 2017

Effective from 1<sup>st</sup> April 2017

### Motor Travel Rates per kilometre

Distance Bands		Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1	0 – 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent

### Reduced Motor Travel Rates per kilometre

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
16.59 cent	17.63 cent	18.97 cent

Ref: DPE126/005/2015

XX XXX 2017

### **Circular XX/2017: 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 1<sup>st</sup> April 2017. 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 has been increased, while both day rates remain unchanged.

#### **Vouched Accommodation (“VA”) Rate for Dublin**

4. In recognition of difficulties in sourcing suitable accommodation in Dublin within the standard rate, it has been agreed that, with effect from 1<sup>st</sup> April 2017, a separate Vouched Accommodation (“VA”) rate may apply where officers are claiming an overnight allowance in Dublin.
5. In such cases, a Vouched Accommodation Rate consisting of the **vouched** costs of accommodation up to a limit of the standard overnight rate (€133.73) plus the appropriate day rate for the officer’s meals, may be claimed.
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’.

7. The standard Overnight rate will continue 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 [Travel.Policy@per.gov.ie](mailto:Travel.Policy@per.gov.ie). This Circular is also available on [www.circulars.gov.ie](http://www.circulars.gov.ie).

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Colin Menton  
Assistant Secretary

To/All Departments etc.

## Standard Domestic Subsistence Rates

Effective from 1<sup>st</sup> April 2017

Overnight rates		
Normal Rate	Reduced Rate	Detention Rate
€133.73	€120.36	€66.87

Day Rates	
10 hours or more	5 hours but less than 10 hours
€33.61	€14.01

## Vouched Accommodation (“VA”) Domestic Subsistence Rates (for use in Dublin only)

Effective from 1<sup>st</sup> April 2017

Vouched Accommodation (“VA”) Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €133.73	Plus	€33.61

Ref: DPE126/008/2015

XX XXX 2017

### **Circular XX/2017: Subsistence Allowances Abroad**

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform to refer to the revision of rates of subsistence allowance payable to civil servants in respect of absences abroad on official business, as set out in the Appendices 1 and 2 to this Circular.
2. The revised rates will come into effect from 1<sup>st</sup> April 2017.
3. In accordance with changes in the Domestic Subsistence and reflecting modern requirements for official foreign travel, the Class 'B' rate for foreign subsistence will no longer be used.
4. The rate formerly referred to as the "Conference Rate" has now been renamed the Vouched Accommodation ("VA") Rate. The Vouched Accommodation rate consists of the vouched costs of accommodation plus the rate listed in the "VA Rate" column.
5. In most circumstances, the "Overnight Rate" in respect of accommodation and three meals will apply. However, the use of the Vouched Accommodation Rate may be justified in certain cases. Officers should familiarise themselves with their Department's / Office's guidelines on when the VA Rate may be claimed in the first instance. Examples of such cases may include:
  - a. In all cases where travel is to Brussels on overnight visits;
  - b. Where accommodation is provided at no cost to the officer;
  - c. Where the Department/Office sources reasonably-priced accommodation on behalf of the officer through a travel provider;
6. Officers should continue to observe all instructions in force from time to time relating to Foreign Travel and Subsistence, most recently the Department of Finance Foreign Travel Policy Guidelines issued in 2009.

7. Expenditure on travel and subsistence must continue to be strictly appraised and monitored. Officers who travel abroad should limit reimbursable expenditure to the minimum consistent with the requirements of the visit. Heads of Departments should continue to ensure that only essential travel is undertaken and that the number of officers on any official journey is kept to the absolute minimum.
8. 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 foreign travel.
9. **Enquiries from individual officers in respect of this circular or enquiries regarding rates applicable to locations which are not listed in the Appendices 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 [Travel.Policy@per.gov.ie](mailto:Travel.Policy@per.gov.ie). This Circular is also available on [www.circulars.gov.ie](http://www.circulars.gov.ie).

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Colin Menton  
Assistant Secretary

To/All Departments etc.

Attached:

1. Appendix 1: Short list of countries
2. Appendix 2: Long list of countries



**Appendix 1 to Circular XX/2017: Subsistence Allowances Abroad (Short List)**

**Effective from 1st April 2017**

N.B. Officers travelling to destinations which are not included in this Appendix should confirm the appropriate subsistence rates with the Personnel Unit of their employing Department/Office prior to departure.

These rates are applicable to all officers travelling abroad on official business

Legend Key:

\* - Rates are available for other locations in these countries on request from Personnel Units

# - Actual cost = Vouched cost of accommodation & three meals plus €10 for incidental expenses.

^ - Brussels: Vouched cost of room plus the VA rate is applicable to all officers travelling to Brussels on overnight visits

(In general, the Vouched Accommodation (VA) rate should not be routinely claimed except in Brussels)

<b>COUNTRY (Currency)</b>	<b>Overnight Rate</b>	<b>VA Rate</b>	<b>10 Hour</b>	<b>5 Hour</b>
<b>AUSTRIA (Euro)</b>				
Bregenz, Graz, Innsbruck	213.00	106.50	71.00	35.50
Klagenfurt, Linz, Salzburg, Vienna	213.00	106.50	71.00	35.50
Elsewhere				
<b>BELGIUM (Euro)</b>				
Brussels ^		120.75	80.50	40.25
Elsewhere	193.20	96.60	64.40	32.20
<b>BRITAIN &amp; NTH IRELAND (£ Sterling)</b>				
London	199.29	99.65	66.43	33.22
Northern Ireland	118.70	59.35	39.57	19.78
Elsewhere	139.71	69.86	46.57	23.29
<b>BULGARIA (Lev) *</b>				
Sofia	B&B of 154 euro plus	108.50	162.75	108.50
			108.50	54.25
<b>CANADA (Canadian \$) *</b>				
Montreal	380.00	190.00	126.67	63.33
Ottawa	368.50	184.25	122.83	61.42
Toronto	332.50	166.25	110.83	55.42
<b>CHINA (Renminbi)*</b>				
Beijing AKA Peking	1,950.00	975.00	650.00	325.00
<b>CROATIA (Kuna)*</b>				
Zagreb	1,461.50	730.75	487.17	243.58
<b>CYPRUS (Euro) *</b>				
Nicosia	202.00	101.00	67.33	33.67
<b>CZECH REPUBLIC (Korunas)</b>				
Prague	B&B of 126 euro plus	1,296.50	1,944.75	1,296.50
Elsewhere	B&B of 94.50 euro plus	698.25	1,047.38	698.25
			698.25	349.13
<b>DENMARK (Krone)</b>				
Copenhagen	2,095.50	1,047.75	698.50	349.25
Elsewhere	2,095.50	1,047.75	698.50	349.25
<b>ESTONIA (Euro) *</b>				
Tallinn	176.00	88.00	58.67	29.33
<b>FINLAND (Euro)</b>				
Helsinki	228.50	114.25	76.17	38.08
Elsewhere	B&B plus	82.00	123.00	82.00
			82.00	41.00

COUNTRY (Currency)	Overnight Rate	VA Rate	10 Hour	5 Hour
<b>FRANCE (Euro) *</b>				
Paris	316.00	158.00	105.33	52.67
Strasbourg	188.50	94.25	62.83	31.42
Elsewhere	Room plus 98.00	98.00	65.33	32.67
<b>GERMANY (Euro)</b>				
Berlin	239.50	119.75	79.83	39.92
Dusseldorf	176.00	88.00	58.67	29.33
Munich	226.00	113.00	75.33	37.67
Elsewhere	176.00	88.00	58.67	29.33
<b>GREECE (Euro) *</b>				
Athens	221.00	110.50	73.67	36.83
<b>HUNGARY (Forints &amp; Euro) *</b>				
Budapest	B&B of 137 euro plus 16,001.00	24,001.50	16,001.00	8,000.50
<b>ITALY (Euro)</b>				
Bologna, Florence, Genoa, Milan, Turin & Venice	326.50	163.25	108.83	54.42
Naples & Rome	260.00	130.00	86.67	43.33
Elsewhere	260.00	390.00	260.00	130.00
<b>JAPAN (Yen) *</b>				
Tokyo	29,672.00	14,836.00	9,890.67	4,945.33
Elsewhere	26,704.80	13,352.40	8,901.60	4,450.80
<b>LATVIA (Euro) *</b>				
Riga	175.00	87.50	58.33	29.17
<b>LITHUANIA (Euro) *</b>				
Vilnius	B&B of 93 euro plus 74.14	111.21	74.14	37.07
<b>LUXEMBOURG (Euro) *</b>				
Luxembourg	364.00	182.00	121.33	60.67
<b>MALTA (Euro)</b>				
Valletta, Elsewhere	210.50	105.25	70.17	35.08
<b>NETHERLANDS (Euro)</b>				
Amsterdam	222.00	111.00	74.00	37.00
The Hague	281.00	140.50	93.67	46.83
Elsewhere	Room plus 224.80	112.40	74.93	37.47
<b>NORWAY (Kroner) *</b>				
Oslo	2,040.50	1,020.25	680.17	340.08
<b>POLAND (Zlotys &amp; Euro)</b>				
All Locations	B&B of 115 euro plus 393.00	589.50	393.00	196.50
<b>PORTUGAL (Euro) *</b>				
Lisbon	181.00	90.50	60.33	30.17
Oporto	223.00	111.50	74.33	37.17
Elsewhere #	Actual <b>vouched</b> costs + €10			
<b>ROMANIA (Ron &amp; Euro)</b>				
Bucharest	B&B of 147 euro plus 243.00	364.50	243.00	121.50
Elsewhere	B&B plus 182.25	273.38	182.25	91.13
<b>SLOVAKIA (Euro) *</b>				
Bratislava	164.00	82.00	54.67	27.33
Elsewhere #	Actual <b>vouched</b> costs + €10			
<b>SLOVENIA (Euro)</b>				
Ljubljana	214.00	107.00	71.33	35.67
Elsewhere #	Actual <b>vouched</b> costs + €10			
<b>SPAIN (Euro)</b>				
Barcelona	277.50	138.75	92.50	46.25
Madrid	287.00	143.50	95.67	47.83
Elsewhere	243.95	121.98	81.32	40.66

COUNTRY (Currency)	Overnight Rate	VA Rate	10 Hour	5 Hour
<b>SWEDEN (Sek)</b>				
Stockholm	2,857.00	1,428.50	952.33	476.17
Elsewhere #	Actual <b>vouched</b> costs + €10			
<b>SWITZERLAND (Sw Francs)</b>				
Geneva	363.00	181.50	121.00	60.50
Elsewhere #	Actual <b>vouched</b> costs + €10			
<b>USA (Dollars) *</b>				
Boston	336.50	168.25	112.17	56.08
Chicago	310.50	155.25	103.50	51.75
New York	318.50	159.25	106.17	53.08
San Francisco	290.00	145.00	96.67	48.33
Washington DC	268.50	134.25	89.50	44.75

**Motor Mileage Rates applicable to Ministers and Ministers of State**

**Effective from 1<sup>st</sup> April 2017**

**Motor Travel Rates per kilometre**

<b>Official Motor Travel in a calendar year</b>	<b>Engine Capacity up to 1200cc</b>	<b>Engine Capacity 1201cc to 1500cc</b>	<b>Engine Capacity 1501cc to 2000 cc</b>	<b>Engine Capacity 2001cc and over</b>
Up to 1,500 km	37.95 cent	39.86 cent	44.79 cent	53.75 cent
1,500 – 5,500 km	70.00 cent	73.21 cent	83.53 cent	100.24 cent
5,500 – 25,000 km	27.55 cent	29.03 cent	32.21 cent	39.07 cent
25,000 km & over	21.36 cent	22.23 cent	25.85 cent	30.99 cent

**Reduced Motor Travel Rates per kilometre**

<b>Engine Capacity up to 1200cc</b>	<b>Engine Capacity 1201cc to 1500cc</b>	<b>Engine Capacity 1501cc to 2000 cc</b>	<b>Engine Capacity 2001cc and over</b>
16.59 cent	17.63 cent	18.97 cent	22.76 cent

**Motor Mileage Rates applicable to the Judiciary with effect from 1<sup>st</sup> April 2017**

**Motor Travel Rates per kilometre**

<b>Official Motor Travel in a calendar year</b>	<b>Engine Capacity up to 1200cc</b>	<b>Engine Capacity 1201cc to 1500cc</b>	<b>Engine Capacity 1501cc to 1887cc</b>	<b>Engine Capacity 1888cc and over</b>
Up to 1,500 km	37.95 cent	39.86 cent	44.79 cent	53.75 cent
1,500 – 5,500 km	70.00 cent	73.21 cent	83.53 cent	100.24 cent
5,500 – 25,000 km	27.55 cent	29.03 cent	32.21 cent	39.07 cent
25,000 km & over	21.36 cent	22.23 cent	25.85 cent	30.99 cent

**Reduced Motor Travel Rates per kilometre**

<b>Engine Capacity up to 1200cc</b>	<b>Engine Capacity 1201cc to 1500cc</b>	<b>Engine Capacity 1501cc and 1887cc</b>	<b>Engine Capacity 1888cc and over</b>
16.59 cent	17.63 cent	18.97 cent	22.76 cent

## **Mileage**

### **1. Why was this review conducted?**

Paragraph 2.18 of the Haddington Road Agreement provided for a review of T&S arrangements. Domestic subsistence arrangements were reviewed in July 2015. The Department has engaged with Staff Side associations over the last twelve months to agree a new formula for calculating the motor mileage rates.

### **2. What are the major changes in the method for calculating rates?**

The previous system of rates and mileage bands were implemented w.e.f 1 January 1999. The revised rates are based on a methodology that reflects changes in technology, road conditions, and commuter behaviour and car ownership patterns.

Some of the key changes made to the formula include:

- A change from two distance bands to four distance bands, allowing a more nuanced recoupment regime focused on officers who do significant work related driving;
- A lower recoupment rate for drivers doing lower distances (i.e. for the first 1,500km);
- A more beneficial mileage rate for cars with lower engine sizes and emissions;
- We now assume officers replace their car every four years, rather than every three years; (it is our intention to move to a five year 'replacement rate' in our next review of the mileage formula)

### **3. How are the mileage rates calculated?**

The mileage rates are calculated in relation to the overhead costs and running. This analysis of costs is based on independent data sources. Overhead costs, such as the average car cost and car tax, are not fully recouped, as it is considered that part of an officer's car use will be personal travel. Running costs, such as fuel costs, maintenance and servicing costs and tyres, have been revised to take account of improvements in car technologies.

A summary of the changes to the elements of the formula is set out below:

<b>Overhead Costs</b>		
<b>Element</b>	<b>Old System</b>	<b>New System</b>
Average Car Costs	Average price of top 8 best-selling cars	Average price of top 10 best-selling cars (source: SIMI)
Replacement rate (Rate at which it is assumed civil servants replace their car)	Every 3 years	Every 4 years (with the intention to move to 5 years in next review)
Insurance	Quote based on a 25 year old driver	Quote based on a 35 year old driver with a 2 year no claims bonus
Car Tax	Car tax was based on engine sizes	The average of the carbon emission bands of the top 10 best-selling cars
Extras	AA/RAC Membership, cost of photograph and driving license	Actual cost of the NCT
<b>Running Costs</b>		
Fuel Used	Weighted 85% petrol / 15% diesel	Based on actual ratio of new cars sold by fuel type
Fuel costs	Based on AA Cost of Motoring	Based on AA Cost of Motoring data
Fuel efficiency	Based on 30, 33 and 36 miles per gallon	Based on current figures published by Sustainable Energy Authority of Ireland (SEAI)
Maintenance and Servicing	Cost of warranty for the largest engine size band and includes cost of valeting (€275)	Based on AA Cost of Motoring data
Tyres	Cost of replacing 3 tyres per year (€309)	Cost of replacing tyres with lifecycle of 48,000km (€214)

**4. Why is there such variance between the rates in each distance band? E.g. why does Band 2 appear high?**

The rates in each Band are based on the overhead and running costs derived using the mileage formula. For drivers in the first band (0-1,500km), no overhead costs are recouped. Overhead costs are allocated at 40% for Bands 2 and 3 reflecting the greater mileage. The focus of the new arrangements is to compensate those officers who do significant work related driving with the higher recoupment rates applying in Band 2 (4,000km) and Band 3 (19,500km). No overheads are compensated for in Band 4 as the remaining 20% is not accounted for in the formula as this is assumed to be covered by the officer's private use of their car.

**5. What cost implications are there for these changes?**

Based on the most recent year [2011] for which we have mileage data across the public service (excluding Local Authorities and VECs), we estimate that we will see an increase of €2.4m or 12% in mileage costs paid in a year, from €20.5m to €22.9m. Using the same data and applying the 2008 mileage rates (before the 25% cut in 2009), the public service mileage bill would be €27.3m.

**6. What impact will this have on Ministers / the Judiciary?**

Ministers, Ministers of State and members of the Judiciary may claim mileage on the same basis as civil servants, so the new banding system and rates will apply to them.

For historical reasons, the Judiciary have a 4<sup>th</sup> engine size category for claiming mileage [1888cc and above]. Ministers have a 4<sup>th</sup> engine size category for claiming mileage [2000cc and above]. The fourth band of rates for this engine size is 20% higher than the 1500cc band of rates and is not available to civil servants.

**7. What impact will this have on TDs**

The revised rates will have no impact on TDs as they benefit from a Travel and Accommodation allowance (TAA) as part of the Parliamentary Standards Allowance (PSA). This is a fixed allowance based on the distance of their normal place of residence from the Dáil. The TAA covers the costs associated with travel to and from Leinster House, overnights and, for TDs only, other travel expenses including constituency travel. As such, TDs are not entitled to claim mileage and therefore they will be not impacted by these changes.

**8. Response to other possible questions**

- Travel and subsistence in the civil service may only be claimed by an officer where they are absent from their headquarters on official business. Home to work travel is not reimbursed.
- Civil service motor travel rates are used by other members of the public service including members of the Garda Síochána, Health Sector and the Judiciary.



- The motor travel rates are designed to compensate officials for the costs associated with using their own cars on official duties. Home/Work travel is not covered.
- The motor travel rates cover a range of costs which includes fuel costs, tyres, maintenance and servicing, insurance and car tax. These costs vary depending on car size.
- Travel on official duty is an integral part of the functions carried out by many civil and public servants. In the course of such duties, staff inevitably incur expenses in respect of travel and other costs. Such legitimate expenses should be met by reasonable employers.
- It is a key condition of the travel and subsistence regulations that that only essential travel is undertaken by staff, that the number of officers on any official journey is kept to an absolute minimum and staff should use suitable public transport.

## **Domestic Subsistence**

### **1. What changes are being made to the domestic (Irish) subsistence rates?**

The Department reached agreement in July 2015 with Staff Side associations in respect of increased domestic subsistence rates. Under the revised arrangements, officers now need to be 100km from either home or headquarters to claim an overnight rate. It was agreed that further increases to the overnight rate would only take place when the 'accommodation' and 'eating out' elements of the Consumer Price Index (CPI) changes by +/- 5%. Applying the CPI changes results in an increase of approximately 7% in the overnight rate (accommodation and 3 meals) from €125.00 to €133.73.

### **2. What about Dublin?**

Departments and Staff Side associations have identified ongoing difficulties in sourcing accommodation within the agreed overnight rate in Dublin. In response, it has been agreed to implement a Vouched Accommodation ("VA") Rate for use in Dublin.

The standard Overnight rate will continue 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. This consists of the vouched cost of accommodation up to €133.73 (the standard Overnight rate) plus €33.61 for meals. **Accommodation costs while claiming the VA rate must be vouched.**

If officers choose accommodation that is greater than the standard overnight rate, they must cover the difference between the overnight rate and the cost of accommodation themselves. This is standard practice for subsistence payments which are not intended to meet the whole cost of subsistence.

### **3. What impact will this have on TDs?**

TDs receive a Travel and Accommodation allowance (TAA) as part of their Parliamentary Standards Allowance (PSA). This is a fixed allowance based on the distance of their normal place of residence from the Dáil. The TAA covers the costs associated with travel to and

from Leinster House, overnights and, for TDs only, other travel expenses including constituency travel. As such, TDs are not entitled to claim overnight subsistence and therefore they will be not impacted by these changes.

**4. What impact will this have on Ministers / Ministers of State?**

Ministers / Ministers of State are not entitled to claim the TAA as their Departments reimburse these expenses. Ministers / Ministers of State are entitled to claim a Dual Abode Allowance (DBA), which allows Ministers to claim for a tax deduction in respect of their maintaining a second residence in Dublin. Where the second accommodation is rented, they can claim the actual cost of renting (i.e. the annual rent) and can also claim tax deduction on the vouched cost of maintenance. This is a tax benefit that is administered by Revenue; this Department has no role in the DBA.

When Ministers are 100km from home and headquarters, they may claim an overnight rate on the same basis as civil servants. Ministers' overnight rate consists of the vouched cost of a hotel room (incl. tax and up to a 15% service charge) in addition to half of the current overnight rate increased by one-third (i.e. €88.93). Ministers receive the same day rates as civil servants.

**5. What impact will this have on the Judiciary?**

Circuit and District Court judges receive different subsistence rates than those applying in the Civil Service. It is normal practice that increases agreed for the CS are applied to the judicial rates. In line with civil service rates, the domestic subsistence for the judiciary was subject to the 25% reduction in 2009.

**Foreign Subsistence**

**1. Why are we reviewing the foreign subsistence rates?**

The current foreign subsistence rates were last reviewed in January 2010 and are based on data published by the UK Foreign and Commonwealth Office (FCO) / HM Revenue and Customs. The most recent information was issued in October 2014. As the UK has better data on appropriate subsistence rates (owing to the amount of missions they have abroad), our rates are aligned with the UK rates.

**2. What are the cost implications for implementing these changes?**

The average increase for foreign subsistence rates is approximately 10%. It should be noted that the foreign subsistence rates were not subject to a 25% cut in 2009 (vs. mileage and domestic sub reductions). This is because the rates are based on external UK data.

**3. How will these changes affect Ministers / Ministers of State?**

While travelling abroad, Ministers receive a subsistence rate that is based on the civil servant:

- (a) Vouched cost of accommodation (including tax and 15% service charge); plus
  - a. Vouched Accommodation/Conference rate increased by one-third; **OR**

- b. For USA/Canada: VA rate increased by one-half

Ministers will consequently see a change in the foreign subsistence payable to them.

**4. What is the 'B' rate and why is it being abolished?**

Historically, the Class 'B' rate of subsistence was a lower rate paid to officers below Assistant Principal level. The agreements on Domestic Subsistence from July 2015 removed the distinction between grades for subsistence for home travel. As this is the first time a circular has issued since this on foreign subsistence, we are standardising the practice that applies for home travel.