



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Corporate Employee Relations Services  
HR DIRECTORATE  
Health Service Executive  
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Dublin 2

Telephone (01) 6626966  
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Mr Anthony Owens  
Industrial Relations Unit  
Irish Medical Organisation  
10 Fitzwilliam Place  
Dublin 2



13<sup>th</sup> August 2010

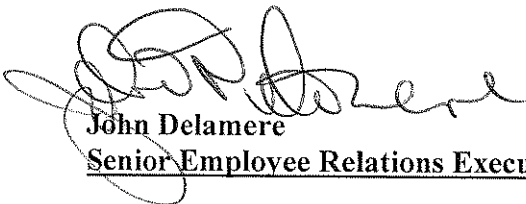
**Re: Travel Allowances and Expenses – Public Health Doctors**

Dear Mr Owens

I refer to your letter of August 5<sup>th</sup> 2010 to Mr Séan McGrath, National Director of Human Resources, on the above matter.

I attach copies of HSE Circulars which relate to issues raised in your correspondence. If you have further issues relating to this matter, please feel free to contact me at any time.

Yours sincerely

  
**John Delamere**  
**Senior Employee Relations Executive**

Cc Mr Séan McGrath, National Director of Human Resources, HSE

Encl



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Office of the National Director of Human Resources  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

Tel: (01) 635 2319  
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## HSE HR Circular 20/2008

To: Each National Director, HSE  
Each Asst. National Director, HSE  
Each Local Health Manager, HSE

14<sup>th</sup> August 2008

Re. Value for Money Programme (VFM) / Key rules governing payment of travel and subsistence to HSE employees

I refer to my communication of 26 June 2008 re the above, and a subsequent 'High Level Group' meeting with the health service unions. This communication now clarifies the situation in the light of this meeting.

Travel and subsistence expenses will be paid in accordance with the provisions of the public service "Travelling and Subsistence Regulations", the key provisions which are summarised below.

An Employee will only be authorised to use his or her car in the following circumstances:

- a. Where there is no public transport available
- b. Where public transport is available only at equal or greater expense
- c. Where the use of public transport would result in the loss of the employees time which it is necessary to avoid.

Expenditure on travel and subsistence should be strictly appraised and monitored. It is the duty of the Line Manager to ensure that only essential travel is undertaken. Any travelling duties should be planned so as to reduce the total amount of travel to the minimum consistent with efficiency.

Yours sincerely,

Sean McGrath  
National Director of Human Resources



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Dublin 8

All Enquires to: Employee Relations  
Tel: 045 880410  
Email: [employeerelations@hse.ie](mailto:employeerelations@hse.ie)

HSE HR Circular 025/2009

5<sup>th</sup> August, 2009.

**Each Member of Management Team, HSE;**  
**Each Assistant National Director, PCCC, HSE;**  
**Each Assistant National Director, NHO, HSE;**  
**Each Assistant National Director, Finance, HSE;**  
**Each Assistant National Director, HR, HSE;**  
**Each Hospital Network Manager, NHO, HSE;**  
**Each Local Health Office Manager, PCCC, HSE.**

*Re: Domestic Subsistence Allowances*

Dear Colleagues,

The Department of Health & Children have advised that the Minister for the Environment, Heritage and Local Government have approved revised rates of subsistence allowances for Ireland have issued.

The attached tables Salary Bands for Class A and B and revised rates for the following dates.

- 1<sup>st</sup> July 2007
- 1<sup>st</sup> July 2008
- 25<sup>th</sup> March 2009

Any enquiries in respect of this circular should be directed to the Office of the Assistant National Director of Employee Relations, Health Service Executive, Oak House, Millennium Park, Naas, Co Kildare 045 880410 or email [employeerelations@hse.ie](mailto:employeerelations@hse.ie).

This replaces HSE HR Circular 007/2009.

Yours sincerely,

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**Séan McGrath,**  
**National Director of Human Resources.**

Enc.

**Table 1**

The category of subsistence (Class A or B) is based on the maximum of an individual's salary scale in accordance with the table below.

	With effect from 1/7/07 to 30/6/08	With effect from 1/7/08 to 24/3/09	With effect from 25/3/09
<b>Class A</b>	€53,092 and above	€54,419 and above	€55,780 and above
<b>Class B</b>	€53,091.99 and below	€54,418.99 and below	€55,779.99 and below

**Table 2**

**Domestic Subsistence Rates effective from 1 July 2007 to 30 June 2008**

Class of Allowances	Night Allowances			Day Allowances	
	Normal Rate €	Reduced Rate €	Detention Rate €	10 hours or more €	5 hours but less than 10 hours €
<b>A</b>	144.45	133.17	72.21	43.13	17.60
<b>B</b>	141.60	121.11	70.83	43.13	17.60

**Table 3**

**Domestic Subsistence Rates effective from 1 July 2008 to 24 March 2009**

Class of Allowances	Night Allowances			Day Allowances	
	Normal Rate €	Reduced Rate €	Detention Rate €	10 hours or more €	5 hours but less than 10 hours €
<b>A</b>	145.32	133.97	72.64	44.81	18.28
<b>B</b>	143.58	122.81	71.82	44.81	18.28

**Table 4**

**Domestic Subsistence Rates effective from 25<sup>th</sup> March 2009**

Class of Allowances	Night Allowances			Day Allowances	
	Normal Rate €	Reduced Rate €	Detention Rate €	10 hours or more €	5 hours but less than 10 hours €
<b>A</b>	108.99	100.48	54.48	33.61	13.71
<b>B</b>	107.69	92.11	53.87	33.61	13.71



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**HSE HR Circular 026/2009**

**6<sup>th</sup> August, 2009.**

**Each Member of Management Team, HSE;**  
**Each Assistant National Director, PCCC, HSE;**  
**Each Assistant National Director, NHO, HSE;**  
**Each Assistant National Director, Finance, HSE;**  
**Each Assistant National Director, Human Resources, HSE;**  
**Each Hospital Network Manager, NHO, HSE;**  
**Each Local Health Manager, PCCC, HSE.**

**Re: Motor Travel Rates**

Dear Colleague,

The Department of Health & Children have advised that the Minister for the Environment, Heritage and Local Government have approved revised motor travel rates for Ireland have issued.

The revised rates are shown in mile and kilometre format below. Payment of the rates authorised in this Circular is subject to the general regulations governing such payment and any other instructions that are in force from time to time.

Line managers should continue to ensure that only essential travel is undertaken and that the number of staff travelling on any official journey is kept to the absolute minimum.

Please arrange for these revisions to be brought to the attention of all appropriate personnel within your area of responsibility.

Any queries in respect of this Circular should be forwarded to the Office of Assistant National Director of Human Resources, Employee Relations on tel: 045 880410 or email: [employeerelations@hse.ie](mailto:employeerelations@hse.ie)

Yours sincerely,

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**Seán McGrath,**  
**National Director of Human Resources**

**Enc.**

**Motor Travel Rates effective from 1 July 2007 to 30 June 2008**

Rates per mile

Official Motor travel in a calendar year	Engine capacity up to 1,200cc	Engine capacity 1,201 to 1,500cc	Engine capacity 1,501 and over
	Cent	Cent	Cent
Up to 4,000 miles	86.05	102.58	129.88
4,001 and over	44.60	51.33	61.07

Rates per kilometre

Official Motor travel in a calendar year	Engine capacity up to 1,200cc	Engine capacity 1,201 to 1,500cc	Engine capacity 1,501 and over
	Cent	Cent	Cent
Up to 6,437 km	53.48	63.75	80.72
6,438 and over	27.72	31.90	37.96

**Motor Travel Rates effective from 1 July 2008 to 24 March 2009**

Rates per mile

Official Motor travel in a calendar year	Engine capacity up to 1,200cc	Engine capacity 1,201 to 1,500cc	Engine capacity 1,501 and over
	Cent	Cent	Cent
Up to 4,000 miles	86.05	102.58	130.60
4,001 and over	46.54	52.18	63.15

Rates per kilometre

Official Motor travel in a calendar year	Engine capacity up to 1,200cc	Engine capacity 1,201 to 1,500cc	Engine capacity 1,501 and over
	Cent	Cent	Cent
Up to 6,437 km	53.48	63.75	81.17
6,438 and over	28.92	32.43	39.25

**Rates per mile effective from 25<sup>th</sup> March 2009**

Official Motor Travel in a calendar year	Engine capacity up to 1,200cc	Engine capacity 1,201 to 1500cc	Engine capacity 1,501 and over
	Cent	Cent	Cent
Up to 4,000 miles	64.54	76.94	97.95
4,001 and over	34.91	39.14	47.36

**Rates per kilometre effective from 25<sup>th</sup> March 2009**

Official Motor Travel in a calendar year	Engine capacity up to 1,200cc	Engine capacity 1,201 to 1,500cc	Engine capacity 1,501 and over
	Cent	Cent	Cent
Up to 6,437 km	40.11	47.82	60.88
6,438 and over	21.70	24.33	29.43

**Motor Cycle Allowance**

**Rates per mile effective from 25<sup>th</sup> March 2009**

Official Motor Travel in a calendar year	Engine capacity up to 150cc	Engine capacity 151-250cc	Engine capacity 251-600cc	Engine capacity 601cc plus
	Cent	Cent	Cent	Cent
Up to 4,000 miles	23.29	32.34	38.16	46.01
4,001 and over	15.07	21.42	24.61	28.31

**Rates per kilometre effective from 25<sup>th</sup> March 2009**

Official Motor Travel in a calendar year	Engine capacity up to 150cc	Engine capacity 151-250cc	Engine capacity 251-600cc	Engine capacity 601cc plus
	Cent	Cent	Cent	Cent
Up to 6,437 km	14.48	20.10	23.72	28.59
6,438 and over	9.37	13.31	15.29	17.60