



**Circular Letter No: 0052/2022**

**To: Chief Executive of each Education and Training Board**

**Revised Motor Travel Rates effective from 1st September 2022**  
**Payable to Staff in Education and Training Boards (ETBs) and**  
**Members of ETBs and of ETB Statutory Committees**

**INTRODUCTION**

I wish to advise that the Minister for Public Expenditure and Reform 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. Accordingly, I am directed by the Minister for Education to inform you of changes to the rates of motor travel 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.

**Revised Travel Rates and Arrangements**

1. The rates and mileage bands in place since 1st April 2017 have been reviewed in the context of current motoring input costs. The revised rates are based on a methodology that reflects changes in technology, road conditions, commuter behaviour, and car ownership patterns. It also takes account of the commitments by Government in relation to the Climate Action Plan 2021 (CAP 21) and for the first time a dedicated rate is introduced for Electric Vehicles (EVs).

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2. It should be noted that in support of the Climate Action Plan 2021 (CAP 21) and in the interests of administrative efficiency, it is the intention of the Department of Public Expenditure and Reform to move at the time of the next review to a new single rate for all cars regardless of engine type. It is acknowledged that vehicle purchase is a medium term decision requiring future planning and that a move to a single rate will require a transitional period. In that context, discussions will commence with the Staff Side representatives.
3. As a first step in the transition to a single rate, the EV rate is being increased and is being set at the same rate as that applying to vehicles in the middle category of 1,201 to 1,500. Please note that Officials wishing to claim mileage for an EV must reregister the details of their car after 1st September and declare the category being claimed.
4. Hybrid vehicles will continue to be recouped at the equivalent Internal Combustion Engine (ICE) rates and should not be claimed in the EV category
5. Details of the revised rates are set out in Appendix 1 of this Circular and will apply from 1<sup>st</sup> September 2022.
6. The amount of mileage accumulated by officers between 1st January 2022 and 1st September 2022 will not be altered by the introduction of revised rates.
7. Mileage to date will, however, count towards aggregated mileage for the year.
8. All mileage claims in respect of the period 1st January 2022 to 31st August 2022 should be made before 31st August.
9. The rates listed in the Appendix to this Circular will be fixed for a period of three years. However, in the event of any future downturn in input costs, the rates may be adjusted to reflect the changing costs.

## **DATE OF IMPLEMENTATION FOR THE REVISED ARRANGEMENTS**

The implementation date for the revised rates and 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 September 2022.



## 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.
- 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 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](http://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](mailto:financialetb@education.gov.ie).

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Teresa McNeill  
Principal Officer  
ETB Financial and Administrative Personnel Unit  
August 2022



## Appendix 1

### Motor Travel Rates 2022 Effective from 1<sup>st</sup> September 2022

#### 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	41.80 cent	43.40 cent	51.82 cent
Band 2	1,501 – 5,500 km	72.64 cent	79.18 cent	90.63 cent
Band 3	5,501 – 25,000 km	31.78 cent	31.79 cent	39.22 cent
Band 4	25,001 km and over	20.56 cent	23.85 cent	25.87 cent

#### Reduced Motor Travel Rates per kilometre

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
21.23 cent	23.80 cent	25.96 cent

Reduced mileage rates apply for journeys associated with an official's job but not solely related to the performance of those duties. Examples include necessary travel in relation to:-

- attendance at confined promotion competitions
- attendance at approved courses of education / conference