



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

**PAC-R-777**

**Correspondence 3A.2  
Meeting -13/12/2012**

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**7<sup>th</sup> December 2012**

Ms. Niamh Maguire,  
Committee Secretariat,  
Committee of Public Accounts,  
Leinster House,  
Dublin 2



Dear Ms. Maguire,

In my response to you on the 27<sup>th</sup> November 2012, the HSE submitted a series of replies to a number of follow up issues from our appearance at the recent PAC meeting and indicated that we were working on the remaining issue.

In that regard please find here under for the attention of the Committee the HSE responses to the issue raised.

I trust this information is of assistance.

Yours Sincerely,

**Ray Mitchell**  
**Assistant National Director**  
**Parliamentary & Regulatory Affairs**

**HSE Responses to issues for follow up  
from meeting of PAC held on 8<sup>th</sup> November 2012**

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**7) A note on the payment of a travel and subsistence allowance to staff employed by the HSE. Total amount paid in respect of this allowance and amount paid by breakdown of staff grade to be included**

**Response:**

**Travel and Subsistence**

Employees who are required to travel on official business away from their headquarters and employees assigned to field duties will be paid the travel and subsistence rates approved by the Department of Health and Children. Travelling and subsistence allowances are payable only in respect of necessary absences from headquarters. The expenses concerned must have been incurred 'wholly exclusively and necessarily' in the performance of the duties of the employment.

The HSE is responsible for the reimbursement of Travel and Subsistence expenses for journeys undertaken by staff in the performance of their duties in accordance with Circular 11/1982 (Travelling and Subsistence Regulations), Circular 18/2006 (Subsistence Allowances) and the National Financial Regulations NFR-05.

Examples of grades of staff who are paid Travel and Subsistence are:

- > Public Health Nurses
- > Social Workers
- > Home Helps
- > Registrars
- > Occupational Therapists
- > Physiotherapists

Both Finance -Accounts Payable and Payroll systems are used for the settlement of this expense. Five different systems are currently in use across the former health board areas for the processing of travel and subsistence expenses. The Accounts Payable system does not record grade codes.

The Table below sets out the travel and subsistence paid to the various grades of staff through the payroll system and accounts payable system.

The staff figure of \*4,370 in the table below relates to staff (3,364) in the North East Area of HSE DNE and staff (1,006) in HSE West and HSE South who are paid Travel and Subsistence through accounts payable. While it's not possible to break down these numbers into the 6 categories as per the table, the staff paid do fall into these categories.

**Table - Total Travel & Subsistence 2011**

Category	Amount	No. of Employees
Medial/Dental	€ 4,363,715.84	2,404
Management/Administration	€ 7,595,625.46	4,828
Nursing	€ 12,054,691.55	6,766
Paramedical	€ 13,072,487.69	6,749
Patient & Client	€ 10,963,158.46	6,332
Support	€ 3,527,792.23	1,904
(North East Area of HSE DNE and a small number in HSE South and West).	€ 3,746,582.56	*4,370
Total	€ 55,324,053.79	28,983

- These staff are paid through accounts payable and include staff from each of the 6 categories above.