



Tithe an  
Oireachtais  
Houses of the  
Oireachtas

## **Guide to Salary and Allowances 34th Dáil and 27th Seanad**

This document does not purport to be a legal  
Interpretation of the relevant Acts and regulations



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# 1. **One Stop Shop Information Service**

This is a guide for Members on the salary and allowance arrangements provided under the relevant Acts and Regulations. Further information and all relevant applications forms can be obtained from the *One Stop Shop*.

The **One Stop Shop** is an information service for all Members relating to salary and allowances. It is located on the **ground floor, room C 2.60 of Leinster House 2000**. Office hours are 9.00am to 6pm Monday to Thursday and 5.30pm on Friday. The office is also open during lunchtimes on sitting days. The telephone numbers are 01-618 4693/4678/4690/4169/4804/4684 or email [oss2000@oireachtas.ie](mailto:oss2000@oireachtas.ie).

Information and application forms relating to salary and allowances and on other services and facilities can be accessed on the internal intranet system at <https://oireachtas.cloud.gov.ie/KnowledgeBase/OneStopShop/Pages/Home.aspx>.

Legislation relating to the payment of salary and allowances, referred to in this booklet can be accessed at [www.irishstatutebook.ie](http://www.irishstatutebook.ie).

## **2. Salary and Allowances to Members**

### **2.1 Salaries Paid to TDs**

Salary is paid to TDs from the date of the election, subject to the TD signing the *Roll of Members* of Dáil Éireann within 30 days of the election.

All TDs are paid the basic salary of €113,679. Salaries are subject to tax, PRSI, the Universal Social Charge, Additional Superannuation Contribution (ASC) and Pension Contribution. Payment of salary to TDs ceases on the date of the dissolution of the Dáil. A dissolution payment of one-eighteenth of the annual salary is paid to TDs for the period between the dissolution date and the general election date.

### **2.2 Salaries Paid to Senators**

Senators are paid the basic annual salary of €79,614. Salary is paid to Senators from and including the date of the Seanad election. Members of the Seanad nominated by the Taoiseach are paid from and including their date of nomination.

## **2.3 Salary Allowances Paid to Office Holders in the Houses of the Oireachtas**

In addition to their salaries as a TD of €113,679, the Ceann Comhairle and the Leas-Cheann Comhairle receive a salary allowance. In addition to their salaries as a Senator of €79,614 per annum, the Cathaoirleach, Leas-Chathaoirleach and Leader of the Seanad (who is the leader of the Government Senators in Seanad Éireann), receive a salary allowance. The allowances payable are detailed in Appendix A.

## **2.4 Salary Allowances Paid to the Taoiseach, Tánaiste, Ministers and Ministers of State**

In addition to their salaries as a Member, the Taoiseach, Tánaiste, Ministers and Ministers of State receive an additional salary allowance. Any such salary allowance is paid by the individual Department to which the Minister is assigned. These allowances are also detailed in Appendix A.

## **2.5 Salary Allowances for Specified Positions**

Certain specified positions within the Houses of the Oireachtas (such as Leaders, Party Whips positions, Oireachtas Committee Chairpersons and Houses of the Oireachtas Commission Members) also have an additional salary allowance. These allowances are also detailed in Appendix A.

The salary allowances referred to below are treated as salary for deductions and pension entitlement purposes.

## 2.6 Arrangements for Payment of Salary and Salary Allowances

Salaries are paid monthly in arrears on the last Friday of each month. Payment of salary and salary allowances are made by Electronic Funds Transfer (EFT). Members must complete a *Salary EFT Form* available from the *One Stop Shop*, giving relevant details of their bank account and PPSN.

## 2.7 Access to Payslips Online

Members can access their salary information (e.g., payslips) securely on line using [https://my.corehr.com/pls/coreportal\\_hop/cp\\_por\\_public\\_main\\_page.display\\_login\\_page](https://my.corehr.com/pls/coreportal_hop/cp_por_public_main_page.display_login_page) or through the app ('Access PeopleXD'). Instructions on the way in which this can be done are at Appendix B.

## 2.8 Deductions Made from Salaries of Members

### Taxation

Salaries of Members and Office Holders are subject to the normal (PAYE) taxation rates which are applicable to private individuals. There are no special tax arrangements in respect of salaries for Members of the Houses of the Oireachtas.

### PRSI (Pay Related Social Insurance)

Members of the Houses of the Oireachtas are categorised under PRSI Class K. There are no State benefits payable under a Class K contribution. Under PRSI Class K if income is less than €100 per week, no PRSI charge is applicable. PRSI is paid at the rate of **4%**

***on all income if income exceeds the threshold amount of €100 per week.*** There is no upper ceiling for payment of PRSI.

Members who have other sources of income, e.g., from employment or self-employment, will continue to pay PRSI as normal on income earned in that capacity and will be covered for the benefits and pensions relevant to the Class of PRSI paid on that income. Members who qualify for any exemptions under the PRSI system should contact the *One Stop Shop*.

## **Voluntary Contributions**

All Members currently pay 6% or 13%, as applicable, of salary as a contribution to their Oireachtas Members' Pension (see below for details) and will receive the benefits of this pension on reaching the applicable age and on leaving office, subject to the terms and conditions of their scheme. However, a Member who wishes, in addition to their Members' Pension, to continue their existing cover for a State Contributory pension (i.e., to obtain a full State contributory pension on retirement at age 66) and other long-term benefits can opt to pay Voluntary Social Insurance Contributions subject to certain conditions.

Voluntary contributions allow you to remain insured once you leave the compulsory PRSI system, i.e., on becoming a Member and/or ceasing to have other income on which PRSI is paid. The payment of Voluntary Contributions continues cover for the pension of a person who was previously covered in compulsory insurance. Payment of Voluntary Contributions does not provide cover for short-term benefits, e.g., Disability Benefit or Treatment Benefits.



Members must apply to the Department of Social Protection **within 12 months after the end of the contribution year** in which they were last compulsory insured. This facility is not operated through salary and the decision to commence contributions is solely at the discretion of each individual Member. If you have any queries in relation to the scheme you can access the relevant information at <http://www.welfare.ie/topics/prsi/volcons.html>, contact the voluntary contributions section in Social Protection at 0818690690 or 01-4715898 or e-mail [volcons@welfare.ie](mailto:volcons@welfare.ie).

## Universal Social Charge (USC)

The Universal Social Charge (USC) is a tax payable on gross income, including notional pay, after any relief from capital allowance but before pension contribution at the following rates:

- 0.5% on the first €12,012
- 2% from €12,012.01 to €27,382
- 3% from €27,382.01 to €70,044
- 8% from €70,044 and over
- 11% on self-employed income over €100,000

For individuals aged 70 years or over whose income for the year is €60,000 or less or individuals who hold a full medical card aged under 70 whose total income for the year is €60,000 or less, the rate of 0.5% applies to all income up to €12,012, and 2% on all income over €12,012.

The Universal Social Charge is deducted from salary on a cumulative basis, similar to PAYE.

## Additional Superannuation Contribution (ASC)

ASC applies to individuals who are accruing pensionable benefits in respect of their current employment. ASC only applies to a person who is a member of a public service pension scheme, and only applies to gross **pensionable** remuneration. ASC is chargeable on pensionable income and not taxable income. This means that remuneration such as non-pensionable allowances and non-pensionable overtime is not generally subject to ASC, further reducing ASC liability.

## Pension Contributions

Members of the Houses of the Oireachtas are required to contribute 6% or 13%, as applicable, of their gross salary towards their pension.

With effect from 1 January 2013, any first-time Members of either House of the Oireachtas, who did not previously work in the public service within 26 weeks of their election, or who have previous Single Public Service Pension Scheme membership are required to contribute 13% of their gross salary towards their pension.

For further information on pensions, Members may contact the Members' Pensions Section at [memberspensions@oireachtas.ie](mailto:memberspensions@oireachtas.ie).

## Pension Entitlements for Members

Termination and Pension payments are payable to former Members subject to certain terms and conditions.

Termination payments are payable, upon application. A Member must serve six months continuous service to qualify for a Termination Lump Sum and three years continuous service to qualify for monthly Termination payments, on cessation of membership of the Houses of the Oireachtas.

Termination payments comprise a termination lump sum equivalent to approximately two months' salary and a series of monthly termination payments, up to a maximum of 12 payments depending on service.

Termination payments are subject to tax and PRSI and current levies such as the Universal Social Charge. The termination lump sum is treated as redundancy for taxation purposes.

When Termination payments are completed or prior to that if the Member decides to apply for a pension and their pension entitlements come under the Houses of the Oireachtas (members) Pension Scheme, the Member may receive a pension lump sum and pension upon application and approval by the Trustees of the scheme, subject to certain terms and conditions. For Members whose pension entitlements come under the provisions of the Single Public Service Pension Scheme, different approval arrangements apply.

Pension payments are payable monthly in arrears and are subject to tax and the USC. The pension lump sum is, generally speaking, tax free subject to the tax free lifetime limit of €200,000 on retirement lump sums from all sources.

Information booklets entitled "Members Pension Scheme for Members first elected before 1 January 2013" and "Members Pension Scheme for Members first elected after 1 January 2013 (Single Public Service Pension Scheme)" provides a detailed explanation of the pension entitlements to Members of the Houses of the Oireachtas. For a copy of the publications and further information, contact the Members' Pensions Section at [memberspensions@oireachtas.ie](mailto:memberspensions@oireachtas.ie).

## 3. Parliamentary Standard Allowance to Members

### 3.1 Parliamentary Standard Allowance (PSA)

The Oireachtas (Allowances and Facilities) Regulations, 2010 (SI 84/2010) outlines the provisions of the Parliamentary Standard Allowance (PSA).

The rates payable were amended on 1 January 2013 in accordance with SI 149/2013.

The allowance has two elements:

- Travel and Accommodation Allowance (TAA)
- Public Representation Allowance (PRA)

Both allowances are paid in arrears as a single monthly allowance.

### 3.2 Travel and Accommodation Allowance (TAA)

This allowance, based on distance from the Member's normal place of residence to Leinster House, covers the costs of travel to and from Leinster House, overnights and, **for TDs only**, other travel expenses. Senators are, therefore, paid a reduced amount. Oireachtas Office Holders, excluding the Ceann Comhairle, are paid an allowance ranging from €6,300 per annum for the Dublin based Office Holders to €32,535 per annum for those 360km or more from Leinster House. The Ceann Comhairle is paid an annual overnight allowance of €14,715. A Dublin based Ceann Comhairle is not entitled to this allowance. Expenses for running a car may be claimed at the current mileage rate applicable to Ministers. The Leas Cheann Comhairle or Cathaoirleach may opt for payment of the overnight allowance only

and apply for alternative travel arrangements with agreement of the Minister for Public Expenditure, National Development Plan Delivery and Reform. Ministers, Ministers of State and the Ceann Comhairle are not entitled to claim the travel and accommodation allowance.

Distance, in this case, means distance from the Member's normal place of residence to Leinster House by the shortest practicable route.

On declaring this distance, the Member is assigned to one of the bands in the following table. Members must declare their *Normal Place of Residence* on an annual basis for the payment of this allowance.

The allowance is calculated on the basis of 150 days attendance at Leinster House. However, Members must register their attendance in Leinster House for at least 120 days annually to retain the full allowance. A deduction of 1% of the TAA allowance is made for each day less than 120 days attended at the end of the year or relevant period.

The rates of the TAA allowance for all Members by band, as and from January 1 2013, are as follows:

Band No.	Distance	TDs Annual	Senators Annual	Office Holders Annual
Dublin	Less than 25km	€9,000	€5,250	€6,300
1	25km or more but less than 60km	€25,295	€20,795	€22,011
2	60km or more but less than 90km	€27,315	€22,815	€24,435
3	90km or more but less than 120km	€28,665	€24,165	€26,055
4	120km or more but less than 150km	€29,669	€25,169	€27,260
5	150km or more but less than 180km	€30,015	€25,515	€27,675
6	180km or more but less than 210km	€30,350	€25,849	€28,076
7	210km or more but less than 240km	€30,685	€26,184	€28,478

Band No.	Distance	TDs Annual	Senators Annual	Office Holders Annual
8	240km or more but less than 270km	€31,365	€26,865	€29,295
9	270km or more but less than 300km	€32,035	€27,534	€30,098
10	300km or more but less than 330km	€32,715	€28,215	€30,915
11	330km or more but less than 360km	€33,395	€28,895	€31,731
12	360km or more	€34,065	€29,565	€32,535

At the end of the year each Member must certify that the amount paid to them was applied in respect of expenses incurred for the purpose specified in the regulations. A statement of attendance will issue to Members at the end of the year. Where attendance recorded is less than the required number, the Member must repay the amount to be refunded within two months of the end of the year or of the relevant period.

As Members are precluded from availing of two tax free travel allowances at the one time, they may not apply for the Bike to Work Scheme or Travel Pass Scheme if in receipt of the Travel and Accommodation Allowance.

### 3.3 Verification of Attendance for the Travel and Accommodation Allowance

Members are required to record their attendance at Leinster House.

***Members can register their attendance once daily at any time when Leinster House is open. Members can commence recording their attendance from the date of election.*** Members must ***personally*** record their attendance at any time terminal or by signing the appropriate reconciliation form in order to receive their travel and accommodation allowances.

Outside of normal office hours the Record will be held at the reception desk in Leinster House 2000.

Members record their attendance on the System for Recording Attendance (SRA) using a device at any one of the time terminals located around Leinster House. However, those located in the areas below may prove most accessible to Members:

- LH 2000 Reception desk
- LH 2000 *One Stop Shop*
- Leinster House – Enquiries Office
- Leinster House – Colonnade Entrance
- Leinster House – Self Service Restaurant/Lift to Five Story Block
- Leinster House – Taoiseach’s glass corridor
- Leinster House – Members’ Restaurant/North Road Entrance
- Leinster House – Gallery Entrance
- Leinster House and LH2000 end of stairs

(see Appendix C for further guidance)

### Administrative Reconciliation of Attendance after the day

The Oireachtas Commission agreed a policy for verification of attendance where a Member has not recorded attendance on the day. This policy provides for reconciliation of attendance following the submission of approved evidence by the Member or by the certification of the Party Whip as outlined at Appendix C.

## 3.4 Public Representation Allowance (PRA)

This allowance, which is the second element of the Parliamentary Standard Allowance is payable to all Members (including Ministers and Oireachtas Office Holders at the appropriate rates).

The PRA portion of the PSA is vouched.

The new maximum yearly amounts which Members may receive are as follows:

- Members of Dáil Éireann (including an Office Holder but excluding a Minister of the Government or Minister of State) **€20,350**
- Ministers of the Government and Ministers of State **€16,000**
- Members of Seanad Éireann (including an Office Holder but excluding a Minister of the Government or Minister of State) **€12,225**

### Declaring for the PRA

All Members must, one month before the 1st of January each year, notify the *One Stop Shop* of the amount of PRA they wish to receive on a monthly basis. This amount is subject to the maximum yearly total specified above.

The PRA shall not be paid to a Member until the *One Stop Shop* has received the Member's fully completed declaration form, via link, each year.

### Certification of the PRA

One month after the end of the relevant period (normally 31 January), Members must complete a Certification of Expenditure Form on which a Member must:

- a) certify the amount they received, how much they spent, and that the expenditure was in accordance with requirements specified in the regulations;



- b) certify any additional expenditure more than the amount paid and apply, if the Member wishes, for such additional amounts to be paid, subject to the maximum amounts specified above;
- c) repay within two months of the end of the relevant period any unspent amounts where the amount of expenses incurred is less than the amount of the allowance received by the Member. **These repayments must be made in full within the two month period.**

## Audit of PRA

All Members that received the PRA are eligible for selection for audit. At least 10% of Members may be chosen for audit. Audits are conducted by an independent auditor on an annual basis.

As the expenses of any Members can be audited, Members **must** retain receipts, vouchers, proof of payment, etc., for **all** expenditure under the PRA for a period of five years with the exception of the monthly amounts specified in respect of incidental expenditure.

**Members are advised that all invoices should be in their own name.** To assist with the auditing process, Members are also advised to keep a schedule of expenses used under each of the allowable categories. Members may be chosen for audit a number of times due to the random nature of the selection process.

## Allowable Expenses

The categories of allowable expenses are specified in SI 84/2010 and subsequent legislation. It is largely a matter of judgement for the Member to determine, strictly within the categories allowable, whether the expenditure they incurred can be legitimately submitted under the categories of expenses set out in the legislation. The *Guidelines on the Use of the PRA* Booklet provides further clarification under each of the categories designed to assist Members.

## Categories of Allowable Expenses – TDs

The purposes for which this allowance may be used by TDs are as follows:

1. Rent, rates and other such charges in relation to an office or offices,
2. Utilities of an office or offices,
3. Improvements to office accommodation,
4. Signage in respect of the constituency office,
5. Purchase or maintenance of office furniture or equipment,
6. Purchase of stationery,
7. Insurance including for office accommodation or equipment and public liability insurance,
8. Cleaning of office accommodation,
9. Telephone calls, otherwise than from Leinster House,
10. Web hosting and other related computer costs,
11. Hiring rooms for clinics or other meetings,
12. Leaflet and newsletter distribution,
13. Advertising relating to the performance of their duties as a Member,
14. Attendance at conferences relating to the performance of their duties,
15. Purchase of secretarial support, public relations, information technology (but not internet related) and training services for staff under a contract for service.

An amount of not more than €100 per month may be used for incidental expenditure without evidence in the form of vouchers or receipts for TDs and Ministers. ***This is within the scope of the allowance and not in addition to the allowance.***

## Categories of Allowable Expenses – Ministers

Ministers may use this allowance for the same purposes as TDs **with the exception of Category 9**, i.e., telephone calls, otherwise than from Leinster House, including line rental and mobile phone calls.

## Categories of Allowable Expenses – Senators

The purposes for which this allowance may be used by Senators are as follows (these categories are numbered 9 to 15 in the Guidelines on the Use of the PRA):

9. Telephone calls, otherwise than from Leinster House,
10. Web hosting and other related computer costs,
11. Hiring rooms for meetings,
12. Leaflet and newsletter distribution,
13. Advertising relating to the performance of their duties as a Member,
14. Attendance at conferences relating to the performance of their duties as a Member,
15. Purchase of secretarial support, public relations, information technology (but not internet related) and training services for staff under a contract for service.

An amount of not more than €75 per month may be used for incidental expenditure without evidence in the form of vouchers or Receipts for Senators. ***This is within the scope of the allowance and not in addition to the allowance.***

### 3.5 Timelines for Administration of the Parliamentary Standard Allowance

November	End of January	End of February
Complete Normal Place of Residence Form for new year (Maintain receipts and vouchers for a period of five years)	Certification of Expenditure under TAA and declaration of expenditure under PRA State amount to be repaid or application for additional amount for PRA if applicable	Repay any amounts due, i.e., where attendance is less than 120 annually in a full year or any PRA repayments

### 3.6 Waiver

There is an administrative facility to allow Members to waive any part of the amounts payable under the Parliamentary Standard Allowance. This waiver must be completed before the relevant period (normally, 1 January) commences.

## 4. Voluntary Group Schemes for Members

A Member may choose to join and have the relevant premiums deducted from their salary. In all cases the *One Stop Shop* contacts Members prior to renewal of each of the individual schemes to inform them of renewal of policies. This also affords all Members an opportunity to join the scheme each year at renewal.

The role of the *One Stop Shop* is to facilitate the instruction to salaries to deduct contributions from Members under these schemes. The business relationship is between the Member and the service provider, and any issues relating to service delivery must be addressed by the Member directly with the service provider.

These are a number of optional group schemes for Members of the Houses of the Oireachtas. These schemes are:

- Health Insurance Scheme
- The Automobile Association Scheme
- Public Liability Scheme
- Personal Accident Group Scheme
- Group Life Assurance Scheme
- Additional Voluntary Contributions Scheme (Pension Scheme)

### Health Insurance Scheme

Health cover for Members and the amount of the premium depends on the cover individual Members choose. Any cover on behalf of a Member is undertaken by the Member and the Health Insurer. Charges are deducted from the Member's salary on a monthly basis as advised by the Health Insurer to Salaries Section.

## **Automobile Association**

Membership is renewed on the 1st April each year and any Member who wishes to join the scheme may do so at any time. The annual premium payable is deducted from a Member's salary following membership.

## **Public Liability Scheme**

Members may apply for membership of a number of options under this scheme. The annual premium will be deducted from salary following Membership. The scheme is renewed annually.

## **Personal Accident Group Scheme**

The personal accident policy is to cover Members for accidents which occur in their day to day life. This scheme covers Members at all times inclusive of when they are not carrying out their parliamentary duties. This is not an insurance against illness. Membership is renewed on 1st January each year; however, Members may join this scheme at any time during the year. Indemnity applies immediately from the time the Member joins the group scheme and continues up until the following 31st December. Members should read the policy in detail to check the provisions of insurance and exceptions.

## **Group Life Assurance Scheme**

The scheme is open to current Members of the Houses of the Oireachtas who are under the age of 70 and who have completed and returned an application form to join the Scheme. Former Members are not eligible for this scheme and cover ceases from the date the Member ceases to be a current Member of the Houses of the Oireachtas. Members may join the scheme at any time during the year.

## **Additional Voluntary Contributions Scheme (Pension Scheme)**

This scheme is designed to increase benefits at retirement under the main Houses of the Oireachtas scheme. Under the additional voluntary scheme, a Member signs a form authorising the deduction of the appropriate premium from their salary each month. The additional voluntary scheme is designed to increase benefits at retirement under the main Houses of the Oireachtas scheme.

Further details on all of the above policies are available from the *One Stop Shop*.

## 5. Other Allowances

There are a number of other allowances, including a secretarial allowance, payable to Members of the Oireachtas. These include:

- Telephone and Postal Facilities
- Direct Purchase Scheme (for Mobile Phones)
- Constituency Office Establishment Allowance (does not apply to Senators)
- Security Reimbursement Allowance
- Once-off Payment at in respect of travel cost at Dissolution
- Graphic Design Allowance

Details of these schemes can be found in Appendix D.



## 6. Secretarial Allowance

### Purpose of the scheme

The Secretarial Allowance for Members is administered by the *One Stop Shop*. Under this Allowance Members can opt for an additional staff allocation administered by the *HR Unit for Members*, or a vouched allowance option for Temporary Vouched Employees or for contracts of service. Where the Member selects the additional staff option, the *One Stop Shop* liaises with the *HR Unit for Members* who will contact the Member directly to make arrangements. The Minister for Public Expenditure, National Development Plan Delivery and Reform sets the rates of the Secretarial Allowance. The Secretarial Allowance is governed by SI 84/2010 and SI 149/2013.

### Details of the Scheme

The purpose of the Secretarial Allowance is to assist towards expenses arising from the purchase of certain secretarial assistance, public relations, information technology (but not web related) and training services from a person employed under a contract of service or the purchase of such services under a contract of service including any applicable tax and social insurance costs. The allowance may also be used for remuneration of persons providing secretarial services (i.e., **Temporary Vouched Employees** or **TVE**). Purchase of equipment or expenses for which the Public Representation Allowance is intended, are **not allowable** under the Secretarial Allowance scheme.

The **Member is the Employer or the Contractor** of the service subject to the terms and conditions for the scheme funded by the Houses of the Oireachtas. In respect of monies due, the Houses of the Oireachtas Service is the paying agent to the employee or the service provider as applicable on behalf of the Member. All payments are made directly to the employee/service provider.

### Secretarial Allowance Options

The options for TDs, Ministers and Senators are as follows:

A TD can employ:

- A full-time Administrative Assistant

AND

- A full-time Parliamentary Assistant

OR

- A vouched allowance administered by the *One Stop Shop*.

A Senator can employ:

- A full-time Administrative Assistant

OR

- A half time Administrative Assistant

AND

- A vouched allowance administered by the *One Stop Shop*.

## Temporary Vouched Employees (Where the Member is the Employer)

The vouched allowance option (above) can be used to employ a *Temporary Vouched Employee (TVE)*. The TVE is employed by the Member (*the Employer*) on a specified purpose contract of employment

under the scheme. The hours, rate of pay and tenure of employment are determined by the Member employing the staff and must be within the terms of the scheme and statutory requirements including the minimum wage legislation. The salary allocated to the TVE (full-time or part-time), provision for employer liabilities and any employee statutory entitlements, are met from within the allowance. It should also be noted that as an employer the Member is obliged to pay Employer's PRSI at the applicable rates. The *One Stop Shop* can advise Members of the current rates. This amount must be taken into account when calculating the rate of pay for the employee. Temporary Vouched Employees **have no pension entitlements** under this scheme.

## Contracting a TVE

A Claim Form and a *Specified Purpose Contract of Employment* must be completed in order to place the TVE on the payroll.

Three forms must be completed and returned to the *One Stop Shop* so that Temporary Vouched Employees can be placed on the payroll as follows:

- Instruction form for Payment of Remuneration
- The Specified Purpose Contract of Employment
- New Staff Member Details for Payroll Form

The TVE will be paid through the Houses of the Oireachtas payroll on completion of all documentation. Information for Members in their role as employers can be accessed at [www.workplacerelations.ie](http://www.workplacerelations.ie).

## **Contracts for Service (Member is the Contractor of the Service)**

The vouched allowance option (above) can be used for contracting services in respect of expenses arising from the purchase of certain secretarial assistance, public relations, information technology (but not web related) and training services for staff under a contract of service. Contracting services are the responsibility of the Member as the contractor. The Member must ensure that the service has been received and complies with the statutory requirements and must certify that:

1. the claim is in respect of expenditure wholly and exclusively incurred for the purposes of facilitating their parliamentary duties in accordance with SI 84/2010;
2. the work was done to a satisfactory standard and represents value for money;
3. the service provider was appropriately qualified to undertake the work;
4. the invoice submitted is an original invoice;
5. the expenditure was incurred during the period of the secretarial allowance entitlement of the Member; and
6. services may not be purchased from a person or persons already on the Oireachtas payroll.

The invoices for such services are submitted by the Member to the *One Stop Shop* with a form of certification. Payments are made directly to the service provider by Electronic Funds Transfer (EFT) and not to the Member. A Member should never pay the service provider. The relevant banks details of all new service providers must be provided to the *One Stop Shop*. Invoices must include all relevant statutory information, i.e., VAT Number, PPS number or charity number to comply with the provisions of Section 891B of the Taxes Consolidation Act 1997. All Public Bodies are now required to provide a report to the Revenue Commissioners at the end of each year, in relation to all payments totalling more than €1,000 in that year. An up-to-date Tax Clearance Access Number will be required from all Service Providers who conduct business in excess of €10,000 in a 12-month rolling period.

## 7. Release of Records under the Freedom of Information Acts

The Freedom of Information (FOI) Act 2014 is designed to allow public access to records held by Public Bodies that are not routinely available through other sources. The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible, consistent with the public interest and the right to privacy of individuals.

Those who request records under the Acts do not have to give any reason for seeking access to a record. The provisions reflect the general principle that each person has an equal right to access records under the Acts. The interests or the motives of a requester should not be taken into account under FOI Acts in determining access to a record. Access to records under the Act is subject to certain exemptions and restrictions and involves specific procedures and time limits. The administrative records of Members' allowances and entitlements are all subject to the Freedom of Information Acts. Such records include any supporting documentation including third party invoices. The *One Stop Shop* notifies Members whose records are due to be released to a requestor, enclosing a copy of the records it is proposed to release.

# Appendix A

## Salary Allowances Paid to Office Holders

### Salary Allowances Paid to Office Holders in Dáil Éireann

Annual Salary Allowance	
Ceann Comhairle	€141,834
Leas-Cheann Comhairle	€61,892

### Salary Allowances Paid to Office Holders in Seanad Éireann

Annual Salary Allowance	
Cathaoirleach	€55,886
Leas-Chathaoirleach	€31,965
Leader of the Seanad	€25,977

### Salary Allowances Paid to the Taoiseach, Tánaiste, Ministers and Ministers of State

Annual Salary Allowance	
Taoiseach	€130,216
Tánaiste	€111,294
Minister	€92,938
Minister of State	€45,846

## Payments to Holders of Specified Positions in Dáil Éireann

Position	Rates of annual allowance
Sinn Féin Party Whip	€21,773
Assistant Government Whip	€17,191
Fianna Fáil Party Whip	€11,458
Fine Gael Party Whip	€11,458
Sinn Féin Party Assistant Whip	€10,888
Green Party Whip	€6,875
Labour Party Whip	€6,875
PBP-Solidarity Party Whip	€6,875
Social Democrats Party Whip	€6,875
Fianna Fáil Party Assistant Whip	€5,731
Fine Gael Party Assistant Whip	€5,731
Green Party Assistant Whip	€3,439



## Payments to Holders of Specified Positions in Seanad Éireann

Position	Rates of annual allowance
Deputy Leader of the House	€10,888
Government Whip	€6,875
Assistant Government Whip	€4,583
Independents Group Leader	€6,875
Sinn Féin Group Leader	€6,875
Civil Engagement Group Leader	€6,875
Labour Group Leader	€6,875
Independents Group Whip	€4,583
Sinn Féin Group Whip	€4,583
Civil Engagement Group Whip	€4,583
Labour Group Whip	€4,583

## Payment to Chairpersons of Oireachtas Committees and Commission Members

Oireachtas Committee	Rates of allowance
Chairperson of Joint Committee (TD)	€10,888
Chairperson of Joint Committee (Senator)	€10,888
Select Committee on Members' Interests of Seanad Éireann	€3,553
Commission Members (TD)	€10,888
Commission Members (Senator)	€10,888

## Appendix B

### Access to Payslips on the Plinth

Members can access their salary information (e.g., payslips) securely on line using the Oireachtas Plinth.

To access the Members intranet on the web type in the address [https://my.corehr.com/pls/coreportal\\_hop/cp\\_por\\_public\\_main\\_page.display\\_login\\_page](https://my.corehr.com/pls/coreportal_hop/cp_por_public_main_page.display_login_page). On the menu to the left of the page click on Payslips and type in your unique user name and temporary password for the system given to Members. When you log into the system it will prompt you to choose your own personal password. On the left hand side of the screen you will be presented with various options such as; View my Payslip, etc. Choose which ever option you wish and documentation can be printed as required. Please be aware that access to this site is only through the secure Oireachtas network, you will be unable to access this information outside of an Oireachtas approved system.

### Access to Payslips on Mobile Devices

The app ('Access PeopleXD') is now available to download and use on your Apple or Android Mobile devices.

With this app, you can access your payslips any time/anywhere using your;

- Username: Your Oireachtas email ([joe.bloggs@oireachtas.ie](mailto:joe.bloggs@oireachtas.ie))
- Password: Your Core Portal Password (Provided by the Salaries section)

## Accessing the App

User Guides for both Apple and Android devices, can be found on the plinth at the following address:

[https://oireachtas.cloud.gov.ie/News/Pages/  
AccessingPayslipsviaNewMobileApp.aspx](https://oireachtas.cloud.gov.ie/News/Pages/AccessingPayslipsviaNewMobileApp.aspx)

Here, you can see the step-by-step instructions on how to access your payslips with ease.

If you have any questions or concerns, please contact the Salaries Section at [salaries@oireachtas.ie](mailto:salaries@oireachtas.ie).

## Appendix C

### System for Recording Attendance and Reconciliation of Attendance

#### How to Use the Device for Recording Attendance

When the device for recording attendance is positioned against the time terminal the Member will see a message on the face of the terminal saying “**Member Accepted**” giving an updated number of attendances recorded.

The device must be positioned within 1cm of the point on the time terminal as shown to record attendance. A message saying “Member accepted” and the total number of days recorded will appear on the display.

#### Recording Attendance in the Event of Loss of Device for Recording Attendance

In the event of loss of a device for recording attendance, or if a Member does not have their device on their person, Members may record their attendance **on the day** by signing a form at the *One Stop Shop* during office hours or by signing in, outside of normal office hours, at the Reception Desk in Leinster House 2000.

#### Evidence of the Member for Attendance Verification

- A record of the Member speaking or voting in the House or attending at a Committee meeting;
- Evidence of a room booking for a meeting where visitors have also signed in at reception.

### Certification by the Whip/Assistant Whip for Attendance Verification

In exceptional circumstances, and for a maximum of 10 days instances in any calendar year, the following proof of attendance will also be accepted:

- Certification by the Whip/Assistant Whip to state that they personally saw the Member at Leinster House on the day to be reconciled;

or alternatively

- Certification by the Whip/Assistant Whip that the Member was on the pairing list and was in attendance in Leinster House on the day to be reconciled.

**The evidence of staff at any level in the Service or of Members' staff will not be accepted as proof of attendance in any circumstances. Reconciliations are subject to the Freedom of Information Act.**

## Foreign Travel Reconciliation – Travel Not Funded by the Commission

### Certification by the Whip for Foreign Travel or at the Invitation of Minister

Where the travel is not funded by the Commission, the Member will have to demonstrate that the travel was undertaken in the performance of their duties as a Member. The Commission, in principle, will allow attendance credit for travel associated with the Member's parliamentary work. A Member will be 'credited' with such travel for attendance record purposes where there is;

1. A written application by the Member demonstrating the relevance of the travel to the performance of their parliamentary duties as a Member [not as a public representative].

2. A letter or certification by the Members Whip that travel was undertaken with their approval or evidence of travel such as an invitation from a Minister and a travel programme. The evidence of travel will be returned to the Member.
3. The Member must certify in the application that the travel was not for party political purposes or for the Member's private business.

The Member will have to complete an application form that will demonstrate that the travel was undertaken in association with their parliamentary work. The Whip must then certify that they have reviewed an application from a Member and has approved foreign travel that is not funded by the Commission. [NOTE: As the travel is paid for by another agent or agency Members are reminded to examine, as appropriate, any obligations which may arise for ethics purposes each year.]

## **Reconciliation of Attendance Under the Regulations**

The regulations provide for reconciliation of attendance under SI 84/2010 where a Member can apply to reconcile their attendance for days where they can show that they could not attend Leinster House due to:

### **Ill Health**

Ill health certified by a medical practitioner as preventing the Member from carrying out their duties as a Member.

In this case the Member must produce a medical certificate for the days not attended with an application to specify the dates for reconciliation in the application. Medical certificates are returned to the Member. The days allowed are subject to an averaging calculation of Members in relevant travel bands for non-sitting periods.

## Foreign Travel Funded by the Commission or Committee Domestic Travel

Attendance abroad in the performance of their duties as a Member or as an Office Holder, or in the State, (otherwise than in Leinster House) as part of or on behalf of an Oireachtas Committee

The member should complete the relevant section of the Travel Expenses Claim Form to state the dates for reconciliation. The Travel Unit will deduct €60 per overnight from members for each day where a Members attendance is recorded in Leinster House. This deduction only applies to Members who received an accommodation allowance, i.e., excluding those in the Dublin band who do not receive accommodation allowances or where the allowance was waived for the period.

## Extraordinary Circumstances

These are circumstances determined by the Ceann Comhairle or Cathaoirleach, as may be appropriate, to be good and sufficient and which could not have been foreseen by the Member. A Member must apply to the Ceann Comhairle or Cathaoirleach as appropriate. A letter of application should be sent directly to the Ceann Comhairle or Cathaoirleach.

## Records of Attendance

Reports of attendance are available upon request from the *One Stop Shop*. Any enquiries in regard to the system, for recording attendance, should be sent to [oss2000@oireachtas.ie](mailto:oss2000@oireachtas.ie).

## Appendix D

### Other Allowances

#### Telephone and Postal Facilities within Leinster House

The Regulations provide for free telephone and postal facilities available from Leinster House.

Under SI 149/2013 the postal facilities allowances of pre-paid envelopes per month are 625 for TDs and 375 for Senators. For further information in relation to pre-paid envelopes Members may contact Gerry Lloyd at 01-618 4818 or email [gerry.lloyd@oireachtas.ie](mailto:gerry.lloyd@oireachtas.ie).

In addition, Members holding certain specified positions, e.g., chairpersons of Oireachtas committees have additional telephone allowances paid quarterly.

### Mobile Phone Scheme – Direct Purchase Scheme

The current provision is a maximum of €750 every 18 months for the purchase of one mobile phone, car kit, installation costs and insurance subject to an application with receipts and proof of expenditure (by credit card receipt, extract from bank statement or bank processed cheque) for all the expenditure incurred. Proof of purchase and payment should confirm that the purchase and payment was made by the Member. **Ministers and Ministers of State are not eligible for this scheme.**



## Constituency Office Establishment Allowance

Under regulation 11 of SI 84/2010 a Member of Dáil Éireann is eligible for an allowance if they incur expenses in **establishing and equipping** accommodation for their secretarial or parliamentary assistant elsewhere than in Leinster House for the purpose of the Member's parliamentary duties. ***This allowance may not be claimed by Senators.*** The sum of €8,000 is the maximum amount that may be claimed in final settlement of the expenses following submission of the completed application form detailing all the expenditure incurred for the Constituency Office Establishment Allowance.

## Security Requirements Allowance

A Member can claim, on a reimbursement basis, the full costs of security requirements (up to a maximum), as advised by their local Crime Prevention Officer (CPO). This will allow Members to enhance their own personal security, the security of their staff, and their home and office.

- An amount of **€25,000** is the maximum amount to be made available.
- Members will receive a reimbursement of 100% of their costs, up to a maximum of €25,000.
- Members may make multiple claims for reimbursement, up to the maximum amount of €25,000.
- If a Member rents an office/offices, once the CPO security review is completed, it is recommended that Members discuss any potential works/improvements with their landlord in advance. The maximum amount a Member will receive is €25,000 in total **across all premises.**

- A Member must pay for the works and equipment, prior to submitting a claim form, accompanied by invoices, to the OSS.
- Once the OSS have checked the claim form and associated documents, the reimbursement can be processed, and payment is made to the Member.
- Invoices must be accompanied by receipts and proofs of payment **in the Member's name**.
- No reimbursement will issue to a third party.
- Documentation submitted to the OSS, other than the claim form, will be returned to the Member as they may be required as guarantees, warranties, etc., on equipment installed or works completed. A copy of the claim form will be returned.
- The report of the CPO will also be returned to a Member, and no copies will be retained by the Houses of the Oireachtas Service. The report of the CPO must accompany all claims for reimbursement.
- The allowance is available on an equal basis to all Members of the Oireachtas, regardless of House or the position they hold.
- A checklist and form are available from the OSS.

## Once-off Payment in respect of travel costs at Dissolution

For TDs, on dissolution, a once-off payment in respect of travel costs to return to the constituency within three days. The rate of the payment of travelling facilities for these purposes is based on the actual mileage at the prevailing lower rate (currently 28.87 cents per km) as stipulated by the Department of Finance.

## Graphic Design Allowance

The current annual provision for the outsourcing of graphic design work, as agreed by the Commission, is €398.23 per Member. An allocation is made to each party/group based on the number of members. Expenditure is considered on a party/group basis i.e., each member does not have to spend €398.23, but rather the overall amount spent must not exceed the total party/group allocation in any given year (1 October to 30 September). Guidelines in relation to the printing of appropriate material apply and are available from *One Stop Shop*, LH2000 or on 01-6184693.





## **Houses of the Oireachtas**

Leinster House  
Kildare Street  
Dublin 2  
D02 XR20

[www.oireachtas.ie](http://www.oireachtas.ie)  
Tel: +353 (0)1 6183000  
X: @OireachtasNews

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May 2024



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# Public Representation Allowance

## Guidelines on Use of the PRA

(SI 84/2010 and SI 149/2013)





# The Public Representation Allowance (PRA)

*These guidelines are published to assist Members in ensuring their expenditure meets the criteria as intended by the regulations. These guidelines do not purport to be a legal interpretation of the regulations.*

Expenditure which may be claimed by a Member must be **wholly and exclusively incurred in the performance of their duties as a Member** and should not include any personal element of expenditure. The expenses **must** fall within one of the categories as set out in SI 84/2010 and SI 149/2013.

The categories specified in these SIs are broad in nature and **it should largely be a matter for judgement of individual Members as to whether items of expenditure incurred fall legitimately within one of the categories**. It should be noted that the exercise of judgement relates to deciding whether an item falls within an eligible category of expenditure. It **does not** relate to a reinterpretation of the categories of expenditure.

We advise Members that best practice would be to use an audit form to keep account of all invoices, bills and proofs of payment. **It is recommended that a separate audit form be used for each category of expenditure**. A copy of this form is available from the One Stop Shop.

Issues arising in relation to the interpretation of these guidelines are ultimately a matter for the statutory authority who, in this instance, is the Minister for Public Expenditure, National Development Plan Delivery and Reform. Where a Member has a doubt about the type of expense they have incurred or is considering incurring and they wish to receive clarification on the matter, the Member should first examine these guidelines and secondly, if still in doubt, call to or email the One Stop Shop [OSS] at [oss2000@oireachtas.ie](mailto:oss2000@oireachtas.ie). Where necessary the OSS will seek guidance from the statutory authority.

Members are advised that the advice in this document is subject to change. Should this occur, a revised document will be circulated to all as soon as possible.

**Recommended Best Practice**

- Relevant period for TDs and Senators is 1 January 2023 to 31 December 2023.
- Only original documents will be accepted
- All invoices/bills in Member's name only
- Categories of expenditure must be clearly indicated
- Separate audit form to be used for each category
- Satisfactory proof of payment must be submitted
- Regular maintenance of expenditure records
- Following selection for audit, retain a copy of documents submitted for reference.

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# Audit of payments in 2023

## Who is eligible for selection for audit?

All Members in receipt of the PRA are eligible for selection for audit.

Ten per cent of Members will be selected by the independent auditor. Members will be contacted by the auditor directly in relation to the audit.

## What is the relevant time period for expenses and payments?

The relevant period for TDs and Senators is 1 January 2023 to 31 December 2023.

### **All expenses must have been incurred within the relevant period.**

Payments for expenses incurred by end of 2023 must be made within two months of the end of the period i.e. by 29 February 2024 for all Members.

Payments for a service made in 2023 will not be allowed should that service be received in 2024. In such cases the date of receipt of the service will determine the year of account.

All annual expenses incurred in this period will be allowed on a pro rata basis for the relevant period. For example, if the annual cost of web maintenance was paid by a TD as an annual fee in July 2023 for the year 1 July 2023 to 30 June 2024, only 50% of the annual fee is allowable in 2023. The balance of the 50% annual fee is an allowable expense for inclusion in 2024 PRA. **It is imperative that such bills and proof of payment are retained as the payment is allowable, once apportioned, over two periods.**

## What documents are required?

Members must retain all original bills, invoices, receipts and vouchers for expenses they have incurred for a period of five years. The invoices should state the specific details of the type of goods or service purchased. Members must retain all supporting documentation to determine proof of purchase or receipt of the service for the purposes set out in the regulation. Proof of payment should clearly confirm that the payment was made by the Member i.e. a document to indicate the payment was received and processed by the service provider. **Cheque stubs alone are not acceptable as a proof of payment.**

The list of allowable expenses under each category includes guidance on the documentation to validate each item of expense. Sufficient alternative documentary evidence must be provided to demonstrate, beyond reasonable doubt, that the product or service was supplied to the Member. Documentary evidence could include a bank/credit card statement with the payment of the invoice clearly indicated. Invoices must include the supplier's details and be on supplier headed paper.

## For how long must documentation be retained?

All documentation for the vouched allowance must be retained by the Member for five years even if they are audited during that period.

The Auditor will review the original records but will not hold copies of any such records. All audit records will be returned to the Member following completion of the audit.

## Certification of Expenditure

Within one month of the end of a relevant period, ie 31 December 2023, Members are required to certify the total amount expended in respect of expenses incurred in the performance of their duties as a Member and that the amounts were applied appropriately.

On or before 29 February 2024, the Member must repay the difference between the amount received and the expenditure incurred if they have incurred less expenditure than the amount paid to them. This repayment must be made in full on or before 29 February 2024.

## Requests for Additional Amounts

On or before 29 February 2024, Members may apply for an additional amount of expenses, subject to the overall maximum, where they have incurred an amount greater than was paid to them.

## Refunds following the Audit

Following an audit, where the appropriate authority i.e. the Clerk of the Dáil or the Clerk of the Seanad, as appropriate, is satisfied that a Member incurred less expenses than the amount paid to them, the Member shall repay this amount within two months of being notified of the decision of the Auditor of such overpayments. **This payment must be made in full and in one payment within the two month period. Payments must be via EFT or by cheque.**

Any amounts due and not repaid will be deducted from any other moneys due to be paid to the Member.

# Frequently Asked Questions

## Q: How are Members selected for Audit?

A: The current method of selection is detailed below.

A list of all members eligible for PRA Audit is sent to the Independent Auditor (Mazars) by the One Stop Shop. The list of eligible members is reviewed by the PRA audit team for completeness against the following information published on the Houses of the Oireachtas website:

- Parliamentary Standard Allowance paid to Senators during the relevant period,
- Parliamentary Standard Allowance paid to TD's and Ministers during the relevant period.

The Independent Auditor assigns a sampling reference number (numeric) to each person in the list of eligible members. A random sample is then selected by the Independent Auditors IT team using the IDEA sampling software. This team is independent from the Independent Auditor's audit team and they only have sight of the sampling reference numbers. They do not have sight of the Member's name assigned to each sampling reference number. The results of the random sampling completed are then returned to the Independent Auditor's audit team who match the sampling reference number with the Member's name.

**Q: Can Members be selected for audit on multiple occasions?**

A: Yes. All Members, including former Members, who received PRA payments in the period being audited are eligible for selection for audit. The random nature of the sampling process, detailed above, means Members can be selected for audit multiple times, including consecutive years.

**Q: What back up documentation for expenses is required?**

A: Members must retain all bills, invoices, receipts and vouchers for expenses they have incurred for a period of five years. The invoices should state the specific details of the type of goods or service purchased. Members must retain all supporting documentation to determine proof of purchase or receipt of the service for the purposes set out in the regulation. Proof of payment should confirm that the payment was made by the Member i.e. a document to indicate the payment was received and processed by the service provider. **All invoices must be in the Member's own name.** Point of sale receipts that detail an item purchased (e.g. Paint) should be certified by the Member to show the purpose for which the item was purchased. The purpose must be related to a Category of expenditure covered in these Guidelines.

**Q: I am publishing an advertisement. What is allowable?**

A: Under the terms of SI 84/2010 members are entitled to claim the cost of advertising relating to the performance of their duties as a Member.

Predominantly, “advertising costs” relate to the placement or publication of an advertisement in a chosen medium. The printing of an advert is only allowable where the advertisement cannot be printed by the Houses of the Oireachtas Print Room (i.e. where the print job cannot physically be printed on the Oireachtas printer, such as bus shelter adverts).



The main purpose of the advertisement should be to indicate the Member's name, contact details, addresses, clinic times (TDs only), the title of the meeting, the venue, time and the date. Only the advertising costs are allowable. Electoral advertising, either for public office or a referendum is not allowable. Category 13 indicates the requirements relating to advertising.

**Members must retain a copy of the publication in which the advert appears for verification. Members must submit a copy of the publication in which an advertisement appears (e.g. a charity programme) as part of their documentation. If your advert is part of a digital presentation (e.g. PowerPoint presentation), a copy of the presentation should be obtained.**

Members may also advertise on social media. Invoices from Facebook, etc. and proof of payment are required, as with all other expenditure. The dates on which a Member's page was promoted must be clearly indicated on the invoice. Screenshots of social media advertisements should also be taken and included with the invoices related to the advertisement. The cost involved with the erection of advertising posters is allowed. The same rules for electoral advertising apply to social media advertising as with other forms of advertising (i.e. not allowable).

**Q: Can I claim for the cost of my newsletter distribution, where the newsletter includes other Members or Councillors?**

A: Under Category 12, if a Member's newsletter includes other Members or Councillors, then the cost of distribution of the newsletter should be prorated on a reasonable basis, such as the prominence of the Member in the newsletter and the space allocated to each Member or Councillor in the newsletter. **You should also provide a formal written confirmation of the allocation basis between yourself and the person(s) with whom the newsletter space is shared.** A Member should also provide a formal written confirmation of the allocation basis between themselves and the

person(s) with whom the newsletter space is shared. This assumes that the content of the newsletter supports the performance of their duties as a Member.

As an example, if a member pays for newsletter distribution and the newsletter includes 80% content relating to the member and 20% content relating to a Councillor, the cost should be prorated as 80% to the member which is allowable. The other 20% prorated cost would not be an allowable cost for the member.

### **Q. Can I include other Members or Councillors in my advertisement?**

A: Under Category 13, if other Members/Councillors appear in the advertisement, an amount of the cost of the advertisement, prorated on a reasonable basis, is allowable. Proration should be assessed by the member on the basis of the prominence of the member appearing in the advertisement relative to the prominence of the other members/councillors and the space allocated to each Member or Councillor in the advertisement. **You should provide a written confirmation of the allocation basis between yourself and the person(s) with whom the advertisement space is shared.** A Member should also provide a formal written confirmation of the allocation basis between themselves and the person(s) with whom the newsletter space is shared. This assumes that the content of the advertisement supports the performance of their duties as a Member.

As an example, if a member pays for an advertisement in a newspaper and the advertisement includes two thirds content relating to the member and one third content relating to a Councillor, the cost should be prorated as two thirds to the member which is allowable. The other one third prorated cost would not be an allowable cost for the member.

**Q: Are charges related to Planning queries allowable?**

A: A Member may not claim Planning charges or fees under the PRA.

**Q: Are the costs of Health and Safety Assessments in my constituency office allowable under the PRA?**

A: Yes. This cost is allowable under Category 5. All invoices, receipts, and proofs of payment for this service must be in the Member's name and retained for audit purposes. This cost is only allowable for TDs, as Category 5 does not apply to Senators.

**Q: Are expenses for catering and refreshments for my office allowable?**

A: No, such expenses are not allowable.

**Q: Can I claim for temporary secretarial assistance?**

A: Yes, provided that it complies with guidance per Category 15 expenditure.

**Q: Can I use the PRA for research?**

A: No. "Research" is one of the items covered by the Parliamentary Activities Allowance, administered by the Department of Public Expenditure and Reform. Research can also be provided to Members by the Library and Research Service of the Houses of the Oireachtas Service.

"Research" includes social policy research, potential policy impact of legislation, and party policy research.

**Q: Are petty cash expenses allowable?**

A: Yes, petty cash expenses are allowable. A monthly allowance of €100 applies to TDs, Ministers and Ministers of State, and €75 to Senators.

**This is an unvouched amount.** This is **not** an additional amount on top of the maximum payable.

**Q: What computer facilities may I buy?**

A: Computer facilities that may be purchased under the PRA include tablets, computers and laptops. Please see Category 5 for further details. Category 5 does not apply to Senators.

Also, web hosting website design and other costs related to web hosting and design are allowable under Category 10.

**Q: May I pay for my secretarial staff to receive training?**

A: Yes. Under Category 15 such training is allowable, provided it relates to your parliamentary duties.

**Q: May I hire someone to assist in preparing my PRA returns?**

A: Yes. This is allowable under Category 15 by hiring a person under a contract of service.

**Q: Do I pay commercial rates on my constituency office?**

A: Under the Valuation Act 2001, constituency offices are exempt from commercial rates. Members must apply to their local authority for this exemption. Until the exemption is obtained, commercial rates will apply.

**Q: The premises that I use as my constituency office is shared with other occupants. I pay a prorated amount of the utility bills. What evidence do I need to retain?**

A: It is recommended that you retain a formal written confirmation between yourself and the landlord/other occupant(s) of the premises stating the agreed arrangement in place for utility bill apportionment. This, along with bills/invoices, etc., should be provided to the auditor should you be selected for audit.

**Q: Can I buy a mobile phone under the PRA?**

A: No. A scheme already exists that caters for the purchase of mobile phones. It is called the Direct Purchase Scheme (DPS). **Members must use the DPS scheme for the purchase of their phone.** Details of the scheme can be obtained from the One Stop Shop.

**Q: What proportion of home utility bills are allowable under the PRA where a room/rooms in my home are used as my constituency office?**

A: Home utility bills (not including telephone bills, which are dealt with separately in these Guidelines) should be prorated on a reasonable basis. For example, if 10% of the home is used as your constituency office, 10% of your utility bills are allowable.

**Q. Are online graphic design tool costs allowable?**

A: No. Expenditure related to the use of online graphic design tools is not allowable.

**Q: Can I use the PRA to pay the balance of expenses listed for payment under the Security Requirements Allowance?**

A: No. Expenses that have been listed as paid under the Security Requirements Allowance are not allowable.

**Q: What proportion of home telephone costs are allowable under the PRA?**

A: Category 9 allows a portion of telephone calls made from a Member's home to be apportioned as allowable expenditure under the PRA. This amount is 20%.

In order to reflect the services and packages offered by telecommunication companies, the 20% is now allowable against the **cost of calls, line rental and internet connection only** (provided that the internet connection is not that already paid by the ICT Unit). For home utility bills/packages that also include a television subscription, that portion of the bill relating to the television subscription is not allowable.

This does not apply to Ministers or Ministers of State.

**Q: I have purchased cables/chargers for mobile phones and other devices. Is this allowable under the PRA?**

A: No. If the cable/charger is purchased for your phone, this is not allowable under the PRA. It is allowable under the Direct Purchase Scheme for the purchase of your mobile phone.

**Q: Are subscription charges to premium videoconferencing services (e.g. Zoom) allowable?**

A: Yes, this is allowable under Category 9. Please note, however, that the Houses of the Oireachtas's ICT Unit, for security reasons, does not approve of the use of Zoom and does not support it. Therefore, installation of Zoom on an Oireachtas supplied device is prohibited. Members do have the ability to attend Zoom calls through the Web version of Zoom. For further information, please contact the ICT Unit for Members at ext. 4999.

**Q: I subscribe to a cloud storage service (Dropbox, iCloud, etc.). Is this allowable?**

A: Yes, subscriptions are allowable. Members are advised to ensure such storage services are secure.

**Q: I subscribe to a website that prepares compilation videos of my contributions in the House for uploading to social media/websites. Is this allowable?**

A: No. As the Communications Unit makes footage available on an hourly basis, and training in an editing tool (Movavi) is also available to Members and their staff, this is not allowable.

**Q: I have invited a speaker to attend and address a conference. Can I use the PRA, under Category 14, to cover their travel and subsistence expenses?**

A: No. The PRA covers expenses incurred by the Member only. It excludes costs incurred by third parties.

### **Q: Can I use the PRA for translation services (sign language etc.)?**

A: Yes. This is allowable under Category 2 for TDs and under Category 11 for Senators.

### **Q: What expenses are allowable?**

The following pages provide a non-exhaustive list of allowable expenses and has been prepared to assist Members to apply their funds to the expenses which are allowable and as an aid to retaining and presenting the correct documentation for audit.

Different categories apply to TDs, Ministers and Ministers of State, and Senators. Members are advised to familiarise themselves with the categories appropriate to their role.

An Audit Form can be used to complete records and insert pro rata amounts for each category of expense. Members are advised to keep a Schedule of all payments made for their records.

Please note that the principle of apportionment of expenses applies to all office expenses e.g. rent, rates, mortgage interest, utilities, etc. and to other expenses paid annually e.g. web hosting charges. Apportionment means that, where part of a payment relates to an expense under the PRA and part does not, the eligible expense is the part of the payment to which the PRA relates.

**If a Member already receives a service or product from the Houses of the Oireachtas under an allowance or scheme, separate from the PRA, they may not, unless explicitly stated, use the PRA to fund the expense of that service or product. In essence, two allowances (either as equipment, software, etc., or a financial allowance) may not be used for the same purpose.**



# Categories of Public Representation Allowance

TDs Categories 1-15

Ministers and Ministers of State excludes category 9 [Telephone expenses]

Senators list Categories 9-15

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)	Allowable	Documentation
<b>1: Rent, rates and other such charges in relation to an office or offices</b>  <b>(Not Applicable to Senators)</b>	<p><i>Guidance on the rent, rates and other such charges in relation to an office or offices is set out in Appendix A</i></p> <p>In summary rent rates and other such charges is allowable on:</p> <ul style="list-style-type: none"><li>■ An office premises that complies with the definition</li><li>■ The costs relating to the declared premises, apportioned as appropriate</li><li>■ Reasonable legal fees relating to the rental of an office</li><li>■ The cost of the mortgage interest on the premises (no tax deduction can be claimed)</li><li>■ The cost of rent paid on non-owner occupied premises used as a constituency office</li><li>■ Proof that a cost was incurred for such premises</li><li>■ Rental relating to the storage space for a mobile office</li></ul>	<p><b>Declaration form completed to provide</b></p> <ul style="list-style-type: none"><li>■ Address of the constituency office(s) premises</li><li>■ A statement of mortgage interest that was incurred for the stated premises apportioned for the relevant period from the lending agency</li><li>■ A statement of the rent that was incurred for the stated premises apportioned for the relevant period from the rental company/owner to include applicable tax numbers</li><li>■ Proof of payment of the amount applicable for the relevant period</li><li>■ Rental agreement(s), where applicable, for the office(s)</li></ul>

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)		
	Allowable	Documentation
<b>2: Utilities of an office or offices</b>  <b>(Not Applicable to Senators)</b>	<p>Cost of bills/invoices apportioned to include <b>only costs of utilities or office services for the premises declared</b> in the relevant periods.</p> <p><b>Allowable items</b> may include:</p> <ul style="list-style-type: none"><li>■ Electricity bills</li><li>■ Gas bills</li><li>■ Oil or other fuel purchases for the office</li><li>■ Rates</li><li>■ Refuse charges</li><li>■ Water charges</li><li>■ Alarm monitoring</li><li>■ Security costs (e.g. CCTV installation)</li><li>■ Language service such as translation, interpretation, disability [such as Braille and sign language]</li><li>■ Bulk scanning services</li><li>■ Bulk or confidential shredding</li></ul> <p><b>Not Allowable</b></p> <ul style="list-style-type: none"><li>■ Expenses that have been listed as paid under the Security Requirements Allowance</li><li>■ Sundry items of refreshments which includes catering, tea, coffee, biscuits, newspapers, water</li><li>■ Bank charges/interest</li></ul>	<ul style="list-style-type: none"><li>■ The bills/invoices with the address of the premises, date and amounts to be paid</li><li>■ A statement of the costs of bills/invoices that were apportioned by including only costs incurred in the relevant period for the premises declared</li><li>■ Direct debit payments of utility bills made after 29 February 2024 are allowable for the pro rata amount due for the relevant period</li><li>■ Proof of payment of the bill/invoice for the relevant period</li><li>■ In situations where a room/rooms of a Member's home are used as the constituency office, the utility bill, prorated on a reasonable basis, proof of payment etc, must be presented</li><li>■ In relation to shared premises, formal written confirmation between the Member and the landlord/other occupants stating the agreed arrangement in place for utility bill apportionment</li></ul>

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)		
	Allowable	Documentation
<b>3: Improvements to office accommodation</b>  <b>(Not Applicable to Senators)</b>	<p>Office improvements include any enhancements to the office/offices and may include:</p> <ul style="list-style-type: none"><li>■ Upgrading works</li><li>■ Refurbishment, repairs and maintenance</li><li>■ Painting and decorating</li><li>■ Health and safety requirement works</li><li>■ Landline telephone system improvements</li></ul> <p><b>Not allowable</b></p> <ul style="list-style-type: none"><li>■ Expenses that have been listed as paid under the Constituency Office Establishment Allowance in the relevant period</li></ul>	<ul style="list-style-type: none"><li>■ Exclude receipts that were listed in an application for the Constituency Office Establishment Grant, where applicable</li><li>■ The bills/invoices with the address of the premises where improvements were carried out, date and amounts to be paid</li><li>■ Proof of payment of the bill/ invoice for the relevant period</li></ul>
<b>4: Signage in respect of the constituency office</b>  <b>(Not Applicable to Senators)</b>	<ul style="list-style-type: none"><li>■ The signage on any constituency office</li><li>■ Signage on a mobile office, or vehicle (vehicle wrapping) of the Member</li><li>■ Vehicle sign writing, graphics or car wrap signs for a Member's car that comply with the SIPO guidelines (cannot explicitly promote a person's candidacy, party's interests or which solicits votes for an election)</li></ul>	<ul style="list-style-type: none"><li>■ The bills/invoices with the address of the premises or vehicle registration, details of the signage, date and amounts to be paid. A photograph of the sign should also be kept for examination</li><li>■ Proof of payment of the bill/ invoice for the relevant period</li></ul>

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)			Allowable	Documentation
5: Purchase or maintenance of office furniture or equipment  (Not Applicable to Senators)			<ul style="list-style-type: none"><li>Office furniture and equipment of the Member see definition of office on page 30</li><li>Equipment can include cost of purchase, rental and maintenance of any office equipment including tablet PCs [such as iPads] and IT equipment [such as laptops], cameras are allowable provided that they are for Parliamentary duties</li><li>Office equipment normally required for the running of an office</li><li>Charges levied by the Houses of the Oireachtas Service ICT section for IT connection or support (see circular from the ICT unit on the costs of maintenance of additional computers)</li></ul>	<ul style="list-style-type: none"><li>The bills/invoices should specify the details of the purchase of the furniture and equipment that will indicate it is for office use, date and amounts to be paid</li><li>Proof of payment of the bill/invoice for the relevant period</li></ul>
			<b>Not Allowable</b> <ul style="list-style-type: none"><li>Televisions</li></ul>	

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)		
	Allowable	Documentation
<b>6: Purchase of stationery</b>  <b>(Not Applicable to Senators)</b>	<ul style="list-style-type: none"><li>Stationery that <b>cannot</b> be provided by the Houses of the Oireachtas Service required for the performance of their duties as a Member</li></ul> <p><b>Not Allowable</b></p> <ul style="list-style-type: none"><li>Stamps, envelopes and other items that can be provided by Stationery Stores</li></ul>	<ul style="list-style-type: none"><li>The bills/invoices should specify the details of the purchase of the stationery that will indicate it is for office use, date and amounts to be paid</li><li>Proof of payment of the bill/invoice for the relevant period</li><li>A sample of stationery should also be retained for examination</li></ul>
<b>7: Insurance including for office accommodation or equipment and public liability insurance</b>  <b>(Not Applicable to Senators)</b>	<ul style="list-style-type: none"><li>Insurance of the office accommodation and contents, equipment, public liability insurance, employer's liability insurance and other insurances related to a Member's parliamentary duties</li></ul> <p><b>Not Allowable</b></p> <ul style="list-style-type: none"><li>Mobile phone insurance already claimed under the DPS scheme</li><li>Personnel accident insurance</li></ul>	<p>Insurance apportioned for office, office equipment for the relevant period can include:</p> <ul style="list-style-type: none"><li>A copy of the certificate of insurance with the purpose, date and payment to be made</li><li>Insurance documentation for public liability, office accommodation and contents should specify the address of premises and the amount apportioned for the declared area</li><li>Insurance for equipment should specify the insurance policy number and purpose of insurance</li><li>Proof of payment of certificate of insurance for the relevant period</li></ul>

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)		
	Allowable	Documentation
<b>8: Cleaning of office accommodation</b>  <b>(Not Applicable to Senators)</b>	<ul style="list-style-type: none"><li>■ Cleaning of office premises declared by the Member in the performance of their duties as a Member</li></ul>	<ul style="list-style-type: none"><li>■ The bill/invoices for the services including name of Member, date of service, address of the premises where the service was provided and amount to be paid</li><li>■ The bill/invoices for the cleaning materials (itemised) where the service was not under contract (e.g. cleaning products, hand soap, kitchen paper, etc)</li><li>■ A statement of all services and proof of payment signed by the contractor (if a long-term contract exists)</li><li>■ The contractors PPS (Personal Public Service) number, charitable status number or companies registration office number</li><li>■ Proof of payment of the bill/invoice for the relevant period</li></ul>

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)	Allowable	Documentation
<b>9: Telephone calls, otherwise than from Leinster House</b>  <b>(Not Applicable to Ministers and Ministers of State)</b>	<b>OFFICE</b> <ul style="list-style-type: none"><li>Members are not restricted in the number of office/mobile telephone lines listed for the allowance where the Member is the assigned bill holder/ payer</li><li>The cost of <b>line rental, telephone calls</b> and <b>mobile data</b> made by the Member or their staff (on behalf of the Member) in the performance of their duties as a Member</li><li>SMS text messaging service</li><li>Teleconference subscription services (e.g. Zoom). See FAQ re zoom for further information</li><li>Credit purchased for “Pay As You Go” phones is allowable provided the device is used solely for a Member’s parliamentary duties. The phone’s number(s) must be included in the list of numbers assigned for such duties</li></ul> <b>HOME</b> <ul style="list-style-type: none"><li>Home telephone to a maximum of 20% of the combined call, rental and internet connection costs (see FAQ on page 14)</li></ul>	<ul style="list-style-type: none"><li>List of office/mobile telephone numbers assigned for the performance of the Member’s duties for the relevant period</li><li>The telephone bills/“Pay As You Go” credit receipt that identify the assigned numbers for the performance of the Member’s duties for the relevant period</li><li>Home telephone bills to identify that a maximum of 20% of the combined call, rental and internet connection costs are included</li><li>Invoices from the ICT Unit for additional telephone services</li><li>Proof of payment of the bill/ invoice for the relevant period</li></ul>

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)			Allowable	Documentation
10: Web hosting and other related computer costs  (Applicable to all Members)			<ul style="list-style-type: none"><li>Invoices for web hosting, web design and other related computer costs to web hosting and design</li><li>Invoices for any amounts charged by the ICT section of the Service may be included pro rata for the period</li></ul>	<ul style="list-style-type: none"><li>The bill/invoice with the date and amount of the service/product must specify the details of the purchase that will indicate it is for office use</li><li>Proof of payment of the bill/invoice for the relevant period</li></ul>
			<p><b>Not allowable</b></p> <ul style="list-style-type: none"><li>The purchase of computer equipment (laptops, iPads etc) is not allowable under this category (provided under office equipment category for TDs and Ministers only – See Category 5)</li></ul>	
11: Hiring rooms for clinics or other meetings  (Applicable to all TDs and Ministers for clinics and for Senators for other meetings only)			<ul style="list-style-type: none"><li>The hire cost of rooms in any location or premises for the purpose of clinics or meetings for TDs</li><li>The hire cost of rooms in any location or premises for the purpose of meetings only for Senators</li><li>In respect of Senators language service such as translation, interpretation, disability [such as Braille and sign language] are available under this category</li></ul>	<ul style="list-style-type: none"><li>The bill/invoice for the services including name, address and date of each event</li><li>List of events to indicate that the purpose of room hire was for their duties as a Member</li><li>Proof of payment of the bill/invoice for the relevant period</li></ul>



Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)			Allowable	Documentation
<b>12: Leaflet and newsletter distribution</b>  <b>(Applicable to all Members)</b>			<ul style="list-style-type: none"><li>■ Distribution but not printing of leaflets and newsletters for the performance of their duties as a Member (sample must be attached to each invoice)</li><li>■ Costs involved in transporting newsletters from a printer to a distributor (e.g. use of a courier) are allowable</li><li>■ Content should include the Member's name, contact details, addresses etc.</li><li>■ If other Members/Councillors appear in the leaflet/ newsletter, an amount of the cost of the distribution, prorated on a reasonable basis, is allowable</li></ul>	<ul style="list-style-type: none"><li>■ The bill/invoice for the services including name, address and date of each publication or distribution</li><li>■ Samples to indicate that the content was for the performance of their duties as a Member attached to each invoice</li><li>■ PPS number of the service provider, charitable status number or companies registration office number where applicable</li><li>■ Proof of payment of the bill/ invoice for the relevant period</li><li>■ A Member should also provide a formal written confirmation of the allocation basis between themselves and the person(s) with whom the newsletter space is shared</li></ul>
			<b>Not allowable</b> <ul style="list-style-type: none"><li>■ Electoral expenses for election to political office or referenda are not allowable</li></ul>	

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)		
	Allowable	Documentation
<b>13: Advertising relating to the performance of their duties as a Member</b>  <b>(Applicable to all Members)</b>	<b>Advertising to publicise work as a Member or to publicise meeting/ clinic times, dates, venues</b> <ul style="list-style-type: none"><li>■ Advertising costs only <b>(excluding online graphic design tools, graphic design, photography or videography)</b></li><li>■ All forms of media can be used including newspapers, newsletters, radio, television, web advertising, billboards, bus shelters, window space and social media <b>(excluding sponsorship, e.g. a golf tee)</b></li><li>■ <b>Content is limited to the Member's name, contact details, addresses, clinic times (TD's only) or the title of the meeting, the venue, time and the date</b></li><li>■ Only printing for the advertisement which cannot be facilitated by the Print Room is allowable e.g. poster for a bus shelter advert</li><li>■ Costs involved with the erection of posters</li><li>■ If other Members/Councillors appear in the advertisement, an amount of the cost of the advertisement, prorated on a reasonable basis, is allowable</li></ul>	<ul style="list-style-type: none"><li>■ Copies of the advertisement and the publication in which it appears to indicate that the content was for the performance of their duties as a Member and the advertisement was not sponsorship. If the advert is part of a digital presentation, a copy of the presentation should be obtained</li><li>■ Invoices for services including name, address, PPS number, companies registration office number, charitable status number, where applicable</li><li>■ Proof of payment of the bill/ invoice for the relevant period</li><li>■ In the case of social media advertising, the dates on which the promotion occurred must be indicated on the invoice. Screenshots of the advertisement must also be included with the documentation</li><li>■ A Member should also provide a formal written confirmation of the allocation basis between themselves and the person(s) with whom the newsletter space is shared</li></ul>

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)		
	Allowable	Documentation
<b>14: Attendance at conferences relating to the performance of their duties as a Member</b>  <b>(Applicable to all Members)</b>	<b>Allowable</b> <ul style="list-style-type: none"><li>■ Events that relate to the duties of a Member</li><li>■ Accommodation and convention fee only with an appropriate deduction for meals which are part of the fee</li></ul> <b>Not Allowable</b> <ul style="list-style-type: none"><li>■ Conference accommodation costs may not be claimed by Members in bands 1 to 12 where attendance at Leinster House has been recorded for that day</li><li>■ Excludes meals, travel expenses or costs paid or recouped from other sources</li></ul>	<ul style="list-style-type: none"><li>■ The invitation or notification of the event including the details and date of the event</li><li>■ Statement/Receipt for the accommodation and/or convention fee only</li><li>■ The details should identify any amounts that are recouped from another source and exclude any travel expenses</li><li>■ Proof of payment of expenses incurred by the Member i.e. hotel receipts for accommodation</li></ul>

Expenditure Categories (as set out in SI 84/2010 and SI 149/2013)		
	Allowable	Documentation
<b>15: Purchase of secretarial support, public relations, information technology (not internet related) and training services for staff under a contract of service</b>  <b>(Applicable to all Members)</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"><li>■ Advertising for the service required</li></ul> <p><b>Not Allowable</b></p> <ul style="list-style-type: none"><li>■ Services purchased from a person or persons referred to in Section 9 of SI 2/2013 (i.e. persons on the Oireachtas payroll)</li><li>■ The purchase of computer equipment (laptops, iPads etc) is not allowable (provided under office equipment category for TDs and Ministers only – See Category 5)</li><li>■ Research, including social policy research, potential policy impact of legislation, and party policy research</li></ul>	<ul style="list-style-type: none"><li>■ Invoices for the services provided including name, address, PPS number, companies registration office number, where applicable</li><li>■ Proof of payment of expenses incurred by the Member</li><li>■ The nature of service supplied, and proof that the service was supplied, must be included.</li></ul>

# General Information

## Members should note the following:

1. If the total of the expenses incurred exceed the vouched allowance a Member was paid in the relevant period, the **additional amount may not be brought forward** to the following year i.e. if a Member has used their expenses budget for the year and the invoice is due to be paid it cannot be carried over to the following year.
2. Expenses incurred during a dissolution period [i.e. from the time the Member ceases being a member until they sign the Roll of Members again] are not allowable expenses and will not be accepted.
3. Electoral expenses are not allowable and will not be accepted.
4. If a Member already receives a service or product from the Houses of the Oireachtas under an allowance or scheme, separate from the PRA, they may not, unless explicitly stated, use the PRA to fund the expense of that service or product. In essence, two allowances (either as equipment, software, etc., or a financial allowance) may not be used for the same purpose.

## Forms and supporting information

Additional supporting information for records of expenses includes:

- Audit Record Form to record expenses and supporting documentation
- Declaration of Constituency Office form
- Sample invoice

Forms and further information may be obtained from the One Stop Shop or downloaded from the Members' Intranet on the Houses of the Oireachtas internal Intranet at <http://theplinth.oireachtas.local/members/>

# Appendix A

## Guidance on the rent, rates and other such charges in relation to an office or offices

### Definition of an Office

An “office” is a room or rooms used exclusively for or during the relevant period for the transaction of business in the performance of their duties as a Member. Temporary use of a space adjacent to an office is not included. The principle of apportionment applies.

### Proof of payment of costs

Members must actually incur a cost (Proof is required). If no mortgage interest/rent is paid, it does not incur a cost and is therefore not allowable. No imputed costs will be allowed.

### Mortgage Interest

The cost of mortgage interest paid only (or relevant proportion thereof)

A Member may not claim a tax deduction in respect of, say, mortgage interest paid where claimed under the PRA.

### Rent

The cost of the rent paid in respect of non-owner occupied premises used as a constituency office is allowable.

## Clarification of general terms

### Mortgage

In the context of the Public Representation Allowance, mortgage means a loan made available by an institution regulated by the Financial Regulator used for the purchase, repair, development or improvement of the property used as a constituency office. A 'mortgage' does not, in this context, include a loan secured on the constituency office where the proceeds of that loan were used for a purpose unrelated to the constituency office.

The cost of mortgage interest paid (or relevant proportion thereof) may be claimed as part of the Public Representation Allowance. The cost of capital repayments may not be claimed.

### Apportionment

Where part of a building is used as a constituency office and part is not, the claim for mortgage interest, rates and other such charges under the Public Representation Allowance may relate only to the proportion applicable to the constituency office.

### Cost incurred

The Member must actually incur a cost and such cost must be capable of being vouched or receipted. In other words, a Member cannot claim the Public Representation Allowance in respect of what may be regarded or described as notional or deemed amounts.

## **Tax Matters**

The Public Representation Allowance is exempt from income tax under the provisions of Section 836 Taxes Consolidation Act 1997. That section also prohibits an individual from claiming a tax deduction in respect of any expenditure that is covered by the tax exemption. Therefore, a Member may not claim a tax deduction in respect of, say, mortgage interest paid that has been claimed as part of the Public Representation Allowance.

## **Allowable Expenses – Non-owner occupied premises**

### **Rent**

The cost of the rent paid in respect of non-owner occupied premises used as a Constituency office may be claimed as part of the Public Representation Allowance (subject, to the maximum of the overall allowance). The rental arrangements should be at ‘arm’s length’<sup>1</sup> with the rent payable not exceeding the general prevailing rent payable for such properties (see above as regards apportionment) and that the conditions are fair and reasonable. The payment by the Member must be capable of being vouched or receipted for audit purposes. Invoices and the receipt from the owner should include the address of the premises.

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<sup>1</sup> The description of an agreement made by two parties freely and independently of each other to show that the price, requirements, and other conditions were fair and real.



## **Allowable Expenses – Owner occupied premises**

### **Premises**

An “office” is a room or rooms used exclusively for or during the relevant period for the transaction of business in the performance of their duties as a Member.

An office can include;

1. a Member’s office in the home
2. a Member’s office in a business
3. a Member’s office in a mobile vehicle – vehicle purchase costs, vehicle maintenance or insurance costs will not be allowable. Costs of insurance, office improvements, equipment etc are provided for under other headings.

### **No mortgage outstanding**

Where a Member owns, or part owns, a property in respect of which no mortgage exists, no claim may be made under the Public Representation Allowance. In addition, a charge may not be imputed (see clarifications above).

### **Mortgaged properties**

Where a Member holds a mortgage (qualifying as above) on a property used, or partly used, as a constituency office, only that part of the mortgage interest paid by the Member, as apportioned (see clarifications above) and subject to the maximum allowance that may be claimed under the Public Representation Allowance. There is no provision for including any nominal rent amount on an owner occupied premises.

*Example 1*

Where a Member has a mortgage on the property and that Member uses the whole property as a constituency office, then the cost of the full amount of the mortgage interest paid may be claimed as part of the Public Representation Allowance (subject, to the maximum allowance).

*Example 2*

Where a Member has a mortgage on the property and that Member uses 50% of property as a constituency office, then the 50% of the mortgage interest paid may be claimed as part of the Public Representation Allowance (subject to the maximum allowance).

*Example 3*

Where a Member owns a constituency office outright whether as part of their residence or otherwise and is not paying rent or a mortgage no claim may be made.



## **Houses of the Oireachtas**

Leinster House

Kildare Street

Dublin 2

Do2 XR2o

[www.oireachtas.ie](http://www.oireachtas.ie)

Tel: +353 (0)1 6183000 or 076 1001700

Twitter: @OireachtasNews

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STATUTORY INSTRUMENTS.

**S.I. No. 84 of 2010**



OIREACHTAS (ALLOWANCES AND FACILITIES) REGULATIONS  
2010

**(Prn. A10/0304)**

S.I. No. 84 of 2010

OIREACHTAS (ALLOWANCES AND FACILITIES) REGULATIONS  
2010

I, BRIAN LENIHAN, Minister for Finance, in exercise of the powers conferred on me by—

- (a) section 3 of the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices Act 2009 (No. 29 of 2009), having decided that any payment due to a member of the Oireachtas in respect of all or any of the entitlements referred to in subsection (1) of that section shall be paid together as a single composite monthly allowance known as the parliamentary standard allowance,
- (b) section 2(1) (inserted by section 11 of the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (No. 3 of 1992)) of the Oireachtas (Allowances to Members) Act 1962 (No. 32 of 1962) in respect of telephone and postal facilities,
- (c) section 2(2B) (inserted by section 16 of the Oireachtas (Allowances to Members) and Ministerial, Parliamentary, Judicial and Court Offices (Amendment) Act 1998 (No. 5 of 1998)) of the Oireachtas (Allowances to Members) Act 1962 in respect of secretarial allowances, and
- (d) section 3(1A) (inserted by section 37 of the Ministerial, Parliamentary and Judicial Offices and Oireachtas (Miscellaneous Provisions) Act, 2001 (No. 33 of 2001)) and (4) (as amended by section 19 of the Oireachtas (Allowances to Members) and Ministerial, Parliamentary, Judicial and Court Offices (Amendment) Act 1998) of the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act of 1992 in respect of an allowance to the Attorney General and a constituency office establishment allowance,

hereby make the following regulations:

*Citation and commencement*

1. (1) These Regulations may be cited as the Oireachtas (Allowances and Facilities) Regulations 2010.

(2) These Regulations come into operation on 1 March 2010.

*Interpretations*

2. (1) In these Regulations—

“appropriate authority” means—

*Notice of the making of this Statutory Instrument was published in  
“Iris Oifigiúil” of 2nd March, 2010.*

- (a) in the case of a member of Dáil Éireann, the Clerk of Dáil Éireann, and
- (b) in the case of a member of Seanad Éireann, the Clerk of Seanad Éireann;

“distance” means distance by the shortest practicable route;

“Leinster House” has the same meaning as it has in section 2 of the Oireachtas (Allowances to Members) Act 1962;

“member” means member of either Houses of the Oireachtas;

“normal place of residence” means the place of residence specified by each member of the Oireachtas for the purposes of Regulation 4;

“office holder” means the Ceann Comhairle, Leas—Cheann Comhairle, Cathaoirleach, Leas—Cathaoirleach or Leader of the Seanad;

“Oireachtas Commission” means Houses of the Oireachtas Commission;

“Regulations of 2008” means Oireachtas (Ministerial and Parliamentary Offices) (Secretarial Facilities) Regulations 2008 (S.I. No. 36 of 2008);

“relevant period” means, subject to paragraph (2),—

- (a) in relation to a member of Dáil Éireann (including any officeholder who is also a member of Dáil Éireann),—
  - (i) in any year in which there is a dissolution of Dáil Éireann, the period between 1 January in the year and the day of such dissolution next following that day, or
  - (ii) in any year in which there is a general election for Dáil Éireann, the period between the polling day of that general election, and—
    - (I) the day of the dissolution of Dáil Éireann next following that polling day, or
    - (II) 31 December in that year,
 whichever is the earlier, or
  - (iii) in any other case, the period of 12 months beginning on 1 January in any year,
- (b) in relation to a member of Seanad Éireann (including any officeholder who is also a member of Seanad Éireann)—
  - (i) in any year in which there is a general election for Seanad Éireann—

(I) the period between 1 January in that year and the day immediately preceding the polling day of the general election for Seanad Éireann next following 1 January in that year, and

(II) the period between the polling day of any general election for Seanad Éireann and the day immediately preceding the polling day of the general election for Seanad Éireann next following that polling day or 31 December in that year,

whichever is earlier, or

(ii) in any other case, the period of 12 months beginning on 1 January in any year.

(2) In respect of the year 2010, any reference in the definition of “relevant period” to 1 January is to be read as a reference to 1 March.

*Parliamentary standard allowance*

3. The parliamentary standard allowance is payable from the beginning of the relevant period monthly in arrears in respect of periods for which the member of the Oireachtas concerned is paid an annual sum by way of salary under section 2 (as amended by section 2 of the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992) of the Oireachtas (Allowances to Members) Act 1938 (No. 34 of 1938) and shall comprise an amount, as appropriate, for the purposes specified in Regulations 4 and 5.

*Amount in respect of expenses for travel and accommodation*

4. (1) The amount specified in a particular column of the Table to this paragraph is determined as the amount payable to a member of Dáil Éireann as part of the parliamentary standard allowance for the relevant period in respect of travelling facilities for distances, from the member’s normal place of residence in respect of the distance referred to in that column, to and from Leinster House, overnight expenses and travel expenses which the member is obliged to incur in the performance of his or her duties as a member of Dáil Éireann.

Table

		Distances from normal place of residence to Leinster House (kilometres)											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
		<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>	<b>Band 6</b>	<b>Band 7</b>	<b>Band 8</b>	<b>Band 9</b>	<b>Band 10</b>	<b>Band 11</b>	<b>Band 12</b>
Distance	Dublin (less than 25km)	25km or more but less than 60km	60km or more but less than 90km	90km or more but less than 120km	120km or more but less than 150km	150km or more but less than 180km	180km or more but less than 210km	210km or more but less than 240km	240km or more but less than 270km	270km or more but less than 300km	300km or more but less than 330km	330km or more but less than 360km	360km or more
Amount	€12,000	€28,106	€30,350	€31,850	€32,966	€33,350	€33,722	€34,094	€34,850	€35,594	€36,350	€37,106	€37,850



(2) The amount specified in a particular column of the Table to this paragraph is determined as the amount payable to a member of Seanad Éireann as part of the parliamentary standard allowance for the period in respect of travelling facilities for distances, from the member's normal place of residence in respect of the relevant distance referred to in that column, to and from Leinster House and overnight expenses which the member is obliged to incur in the performance of his or her duties as a member of Seanad Éireann.

Table

		Distances from normal place of residence to Leinster House (kilometres)											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
		<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>	<b>Band 6</b>	<b>Band 7</b>	<b>Band 8</b>	<b>Band 9</b>	<b>Band 10</b>	<b>Band 11</b>	<b>Band 12</b>
<b>Distance</b>	Dublin (less than 25km)	25km or more but less than 60km	60km or more but less than 90km	90km or more but less than 120km	120km or more but less than 150km	150km or more but less than 180km	180km or more but less than 210km	210km or more but less than 240km	240km or more but less than 270km	270km or more but less than 300km	300km or more but less than 330km	330km or more but less than 360km	360km or more
<b>Amount</b>	€7,000	€23,106	€25,350	€26,850	€27,966	€28,350	€28,722	€29,094	€29,850	€30,594	€31,350	€32,106	€32,850

(3) The amount specified in a particular column of the Table to this paragraph is determined as the amount payable opposite mention of an office holder referred to in column (1) of that Table as part of the parliamentary standard allowance for the period in respect of travelling facilities for the distances, from the officeholder's normal place of residence in respect of the distance referred to in that column, to and from Leinster House and overnight expenses which the person is obliged to incur in the performance of his or her duties as a member of the Oireachtas and as that office holder.

Table

		Distances from normal place of residence to Leinster House (kilometres)											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
<b>Office holder</b>		<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>	<b>Band 6</b>	<b>Band 7</b>	<b>Band 8</b>	<b>Band 9</b>	<b>Band 10</b>	<b>Band 11</b>	<b>Band 12</b>
Distance	Dublin (less than 25km)	25km or more but less than 60km	60km or more but less than 90km	90km or more but less than 120km	120km or more but less than 150km	150km or more but less than 180km	180km or more but less than 210km	210km or more but less than 240km	240km or more but less than 270km	270km or more but less than 300km	300km or more but less than 330km	330km or more but less than 360km	360km or more
Amounts													
<i>Leas-Cheann Comhairle</i>	€8,400	€24,457	€27,150	€28,950	€30,289	€30,750	€31,196	€31,643	€32,550	€33,443	€34,350	€35,257	€36,150
<i>Cathaoirleach</i>	€8,400	€24,457	€27,150	€28,950	€30,289	€30,750	€31,196	€31,643	€32,550	€33,443	€34,350	€35,257	€36,150

(1)	(2)	Distances from normal place of residence to Leinster House (kilometres)											
		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Office holder		Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10	Band 11	Band 12
<i>Leas-Cathaoirleach</i>	€8,400	€24,457	€27,150	€28,950	€30,289	€30,750	€31,196	€31,643	€32,550	€33,443	€34,350	€35,257	€36,150
<i>Leader of the Seanad</i>	€8,400	€24,457	€27,150	€28,950	€30,289	€30,750	€31,196	€31,643	€32,550	€33,443	€34,350	€35,257	€36,150

(4) An amount of €16,350 shall be paid to the Ceann Comhairle as part of the parliamentary standard allowance for the period in respect of overnight expenses which he or she is obliged to incur in the performance of his or her duties as a member of the Oireachtas and as an office holder.

(5) The Leas-Cheann Comhairle or Cathaoirleach may, in writing, no later than one month before the beginning of any relevant period, waive the payment of the amount specified in the Table to paragraph (3) in respect of their office and shall, in that case, be paid an amount of €16,350 as part of the parliamentary standard allowance for the period in respect of overnight expenses which he or she is obliged to incur in the performance of his or her duties as a member of the Oireachtas and as an office holder. In the event of such a waiver, the expenses of travelling to and from Leinster House of the Leas-Cheann Comhairle or Cathaoirleach, as appropriate, shall be met by such arrangements as may from time to time be made, subject to the approval of the Minister for Finance.

(6) A Minister of the Government, Minister of State or a person to whom the Table to paragraph (3) or paragraph (4) or (5) relates who is a member of either Dáil Éireann or Seanad Éireann shall not be entitled to be paid the amount determined in either the Table to paragraph (1) or (2) as may be applicable to him or her.

(7) The amount payable under this Regulation is in full settlement of expenses incurred by any member of the Oireachtas in respect of travelling to and from Leinster House, overnight expenses and travel expenses which the member is obliged to incur in the performance of his or her duties as a member or as an office holder.

(8) The payment of the amount under this Regulation is subject to the following exceptions, restrictions and conditions:

- (a) a member must notify the appropriate authority, in writing or in such form as may be specified by the Oireachtas Commission, of the address of their normal place of residence;
- (b) a member must certify, in writing or in such form as may be determined by the Oireachtas Commission, to the appropriate authority within 1 month of the end of the relevant period, that the amount payable under this Regulation was applied in respect of expenses

incurred within the relevant period on travelling to and from Leinster House from their normal place of residence, on overnight or travel expenses which the member was obliged to incur in the performance of his or her duties as a member of the Oireachtas or as an officeholder, as may be applicable;

- (c) a member is entitled to retain all amounts paid under this Regulation only where their attendance has been recorded at Leinster House for a minimum of 120 days within the relevant period or, where the relevant period is less than 12 months, that number of days reduced in proportion to the length of the relevant period;
- (d) subject to paragraph (9), in any case where a member is not recorded as attending Leinster House for the number of days specified in subparagraph (c) or more, the member shall repay, within 2 months of the end of the relevant period, one per cent of the allowance paid to them under this Regulation in respect of every day by which the number of days attended is less than the number specified for the relevant period;
- (e) any amount due to be repaid in accordance with subparagraph (d) and not so repaid, may be deducted from any other money due to be paid to that member.

(9) On application by a member, the appropriate authority may modify the application of paragraph (8)(c) or determine that paragraph (8)(c) does not apply to that member, where he or she can show that their attendance was not recorded at Leinster House for the number of days specified in that paragraph due to—

- (a) ill-health which has been certified by a medical practitioner as preventing the member from carrying out their duties as a member,
- (b) attendance abroad in the performance of his or her duties as a member or as an officeholder, or in the State, otherwise than in Leinster House, as part of or on behalf of an Oireachtas Committee, or
- (c) extraordinary circumstances that precluded the attendance by the member at Leinster House, and which the Ceann Comhairle or Cathaoirleach, as may be appropriate, determines are good and sufficient and could not have been foreseen by the member.

The decision of the appropriate authority, Ceann Comhairle or Cathaoirleach, as appropriate, under this paragraph is final.

(10) The Oireachtas Commission may make such arrangements as are necessary to enable members to record their attendance at Leinster House, including through electronic means. The Commission shall put in place a facility to enable a member to record their attendance in writing, where that member opts to do

so and indicates, within one month before the beginning of the relevant period, that they intend to record their attendance in that manner for the relevant period.

*Amount in respect of expenses of public representation*

5. (1) The amount payable to a member of Dáil Éireann, including an office-holder but excluding a Minister of the Government or Minister of State, as part of the parliamentary standard allowance in respect of expenses (other than expenses provided for in Regulation 4) which the member is obliged to incur in the performance of his or her duties as a member, is—

- (a) where evidence in the form of vouchers or receipts is available to show that the expenses were incurred, an amount of not more than €25,700 for each year, or
- (b) in any other case, an amount of not more than €15,000.

(2) The amount payable to a member of Seanad Éireann, including an office-holder but excluding a Minister of the Government or Minister of State, as part of the parliamentary standard allowance in respect of expenses (other than expenses provided for in Regulation 4) which the member is obliged to incur in the performance of his or her duties as a member is—

- (a) where evidence in the form of vouchers or receipts is available to show that the expenses were incurred, an amount of not more than €15,000 for each year, or
- (b) in any other case, an amount of not more than €9,250.

(3) The amount payable to a Minister of the Government or Minister of State as part of the parliamentary standard allowance in respect of expenses (other than expenses provided for in Regulation 4) which the Minister or Minister of State is obliged to incur in the performance of his or her duties as a member, is—

- (a) where evidence in the form of vouchers or receipts is available to show that the expenses were incurred, an amount of not more than €20,000 for each year, or
- (b) in any other case, an amount of not more than €12,000.

(4) The payment of the amount specified in this Regulation is subject to the following exceptions, restrictions and conditions:

- (a) the amount specified in this Regulation shall be provided in any case where, within one month before the beginning of any relevant period, a member of the Oireachtas notifies the appropriate authority, in writing or in such form as may be specified by the Oireachtas Commission, of whether they intend to claim an amount under paragraph (1)(a) or (b) in the case of a member of Dáil Éireann, paragraph (2)(a) or (b) in the case of a member of Seanad Éireann, or paragraph (3)(a) or (b) in the case of a Minister of the Government or Minister

of State, and the amount subject to the maximum specified in each of those paragraphs that they wish to be paid on a monthly basis, and the amount shall not be paid to the member until the appropriate authority receives such notification in respect of that period;

- (b) each member must certify, in writing or in such form as may be determined by the Oireachtas Commission, to the appropriate authority within one month of the end of the relevant period—
  - (i) the amount expended under this Regulation in respect of expenses incurred in the performance of his or her duties as a member, and
  - (ii) that the amount referred to in subparagraph (i) was applied wholly in respect of such expenses as are specified in paragraph (c) or (d), as appropriate, which he or she was obliged to incur in the performance of his or her duties as a member;
- (c) the expenses to which the amount payable under paragraph (1) to a member of Dáil Éireann or under paragraph (3) to a Minister of the Government or a Minister of State may be applied are:
  - (i) rent, rates and other such charges in relation to an office or offices,
  - (ii) utilities of an office or offices,
  - (iii) improvements to office accommodation,
  - (iv) signage in respect of the constituency office,
  - (v) purchase or maintenance of office furniture or equipment,
  - (vi) purchase of stationery,
  - (vii) insurance including for office accommodation or equipment and public liability insurance,
  - (viii) cleaning of office accommodation,
  - (ix) subject to paragraph (8), telephone calls, otherwise than from Leinster House, including line rental and mobile phone calls, relating to the performance of his or her duties as a member,
  - (x) web hosting and other related computer costs,
  - (xi) hiring rooms for clinics or other meetings relating to the performance of his or her duties as a member of the Oireachtas,
  - (xii) leaflet and newsletter distribution,
  - (xiii) advertising relating to the performance of his or her duties as a member, and

- (xiv) attendance at conferences relating to the performance of his or her duties as a member (except expenses relating to travel);
  - (d) the expenses to which the amount payable under paragraph (2) to a member of Seanad Éireann may be applied are:
    - (i) telephone calls, otherwise than from Leinster House, including line rental and mobile phone calls, relating to the performance of his or her duties as a member,
    - (ii) web hosting and other related computer costs,
    - (iii) leaflet and newsletter distribution,
    - (iv) advertising relating to the performance of his or her duties as a member,
    - (v) hiring rooms for meetings relating to the performance of his or her duties as a member, and
    - (vi) attendance at conferences relating to the performance of his or her duties as a member (except expenses relating to travel);
  - (e) in any case where a member has incurred an additional amount of expenses within the relevant period that is more than the amount paid to him or her under Regulation 5, he or she may, subject to the maximum amounts specified in paragraph (1), (2) or (3), as may be appropriate, and to the requirements of subparagraph (f) where applicable, apply for such additional amount to be paid within 2 months of the end of the relevant period;
  - (f) a member who is paid an amount under paragraph (1)(a), (2)(a) or (3)(a) as may be appropriate shall retain for a period of 5 years evidence of the expenses incurred in the form of vouchers or receipts and shall make such evidence available in the event of an audit under Regulation 6;
  - (g) in any case where a member has incurred an amount of expenses within the relevant period that is less than the amount paid to him or her under Regulation 5, the member shall repay, within 2 months of the end of the relevant period, the amount not incurred;
  - (h) any amount due to be repaid in accordance with paragraph (g) and not so repaid, may be deducted from any other moneys due to be paid to that member.
- (5) An additional amount of €1,700 to that specified in paragraph (1) or (2) is payable to the Chairman of the Committee of Public Accounts appointed by Dáil Éireann in respect of telephone calls, otherwise than from Leinster House, including line rental and mobile phone calls.

(6) An additional amount of €1,100 to that specified in paragraphs (1) or (2) is payable in respect of telephone calls, otherwise than from Leinster House, including line rental and mobile phone calls,—

(a) to a member, who is also the holder of the office of chairman of:

- (i) the British-Irish Inter-Parliamentary Assembly,
- (ii) a Joint Committee (within the meaning of the Standing Orders of Dáil Éireann and the Standing Orders of Seanad Éireann) appointed by both Houses of the Oireachtas,

(iii) the Select Committee on Members' Interests of Dáil Éireann, or

(iv) the Select Committee on Members' Interests of Seanad Éireann,

in respect of each such office held by the member,

(b) to a member of Dáil Éireann, who is a party whip in Dáil Éireann, and

(c) to a member of Dáil Éireann, who is an assistant party whip in Dáil Éireann, nominated by a person referred to in subparagraph (b) who is the Government chief whip and who opts not to be paid the amount referred to in that subparagraph (b).

(7) An amount shall not be payable under this Regulation in respect of any period during which the person concerned was not, as the case may be, a member of the Oireachtas, a holder of an office specified in paragraph (6)(a), a party whip in Dáil Éireann or a person nominated under paragraph (6)(c).

(8) A Minister of the Government or Minister of State may not apply the amount payable under this Regulation to expenses in respect of telephone calls specified in paragraph (4)(c)(ix).

(9) The amount payable under this Regulation is in full settlement of expenses incurred by any member (other than expenses provided for in these Regulations) which the member is obliged to incur in the performance of his or her duties as a member or as an office holder.

#### *Audit*

6. (1) The Oireachtas Commission may provide for the audit of an amount or amounts in respect of a relevant period paid, under paragraph (1)(a), (2)(a) or (3)(a) of Regulation 5, to not less than 10 per cent of members selected on a random basis.

(2) Any member of the Oireachtas who is paid an amount specified in paragraph (1) shall retain for a period of 5 years the evidence of the expenses incurred including any vouchers, receipts or bills, and shall make the evidence available, for inspection only, to any auditor appointed by the Oireachtas Commission for the purpose of audit.

(3) In any case where, following an audit under this Regulation, the appropriate authority is satisfied that a member of the Oireachtas has incurred expenses within the relevant period that is less than the amount paid to him or her under Regulation 5, the member shall repay, within 2 months of being notified of such overpayment, the amount not so incurred.

(4) Any amount due to be repaid in accordance with paragraph (3) and not so repaid, may be deducted from any other moneys due to be paid to the member.

*Free telephone calls — restrictions and conditions*

7. (1) The facility of free telephone calls from Leinster House granted to a member shall not commence until the member first becomes, by compliance with Standing Orders of the House of the Oireachtas of which he or she is a member, entitled, under the Standing Orders of that House, to sit in the House as a member of the House.

(2) The availability of the facility does not preclude a member transmitting facsimile documents by means of the telephone facilities provided to members on a communal basis for the transmission and receipt of such documents.

*Free postal facilities — restrictions and conditions*

8. (1) Free postal facilities granted to a member are subject to the following, restrictions and conditions:

- (a) the facilities shall not commence until the member first becomes, by compliance with the Standing Orders of the House of the Oireachtas of which he or she is a member, entitled, under the Standing Orders of that House, to sit in that House as a member of the House;
- (b) the facilities shall not be availed of save by means of envelopes which, on application made by the member concerned to the appropriate authority, shall be issued for the purposes of these Regulations;
- (c) envelopes issued for the purposes of these Regulations shall be prepaid in the following manner:
  - (i) at the ordinary inland letter post rate for An Post preferred size envelopes (“ordinary prepaid envelopes”),
  - (ii) at a rate that is one and a half times such letter post rate (“prepaid (intermediate size) envelopes”),
  - (iii) at a rate that is three times such letter post rate (“prepaid (large size) envelopes”), or
  - (iv) at a rate equivalent to the standard rate for a 20 gramme airmail letter to destinations outside Europe (“prepaid (airmail) envelopes”);
- (d) a member shall be entitled to receive a monthly allocation of ordinary prepaid envelopes not exceeding—



- (i) in the case of a member who is a party whip in Dáil Éireann, the number obtained by adding—
  - (I) the number that is equal to the number of members for the time being of the parliamentary party of which the member is whip when multiplied by 10, and
  - (II) 1,500,
- (ii) in the case of any other member of Dáil Éireann, 1,500,
- (iii) in the case of a member who is a group whip in Seanad Éireann, the number obtained by adding—
  - (I) the number that is equal to the number of members for the time being of the group of which the member is whip when multiplied by 10, and
  - (II) 1,000, and
- (iv) in the case of any other member of Seanad Éireann, 1,000;
- (e) in case as regards a particular month a member receives no ordinary prepaid envelopes or less than the number of such envelopes to which the member is entitled under subparagraph (d), the member's allocation as regards that month of such envelopes or, as may be appropriate, the remainder of such allocation shall be forfeited;
- (f) a member shall be entitled to receive prepaid (intermediate size) envelopes if, and only if, as regards any two such envelopes, the member surrenders to the appropriate authority 3 ordinary prepaid envelopes previously issued to the member;
- (g) a member shall be entitled to receive prepaid (large size) envelopes if, and only if, as regards each such envelope, the member surrenders to the appropriate authority 3 ordinary prepaid envelopes previously issued to the member;
- (h) a member shall be entitled to receive prepaid (airmail) envelopes if, and only if, as regards any 3 of such envelopes, the member surrenders to the appropriate authority 5 ordinary prepaid envelopes previously issued to the member;
- (i) letters being sent by means of prepaid (airmail) envelopes shall be delivered to the appropriate authority for posting and shall be posted by it and any postal charge owing on such letters over and above the prepaid amount shall be paid to it by, or on behalf of, the member at the time such letters are delivered to it for posting;

and every such determination is final.

(2) For the purposes of this Regulation, the number of members of a parliamentary party shall be taken to be the number equal to the number of persons each of whom is for the time being—

- (a) a member of the political party concerned (being a political party registered in the Register of Political Parties), and
- (b) a member of either House of the Oireachtas or a member of the European Parliament:

Provided that where such a member is for the time being a member of the European Parliament, then for these purposes the fact that he or she is such a member shall be disregarded.

(3) For the purposes of this Regulation, the number of members of a group in Seanad Éireann shall be taken to be the number equal to the number of persons each of whom is for the time being—

- (a) a member of Seanad Éireann, and
- (b) a member of the group (within the meaning of the Standing Orders of Seanad Éireann) concerned.

*Secretarial allowance — restrictions and conditions*

9. (1) The amount of the secretarial allowance is:

- (a) in respect of a member of Dáil Éireann who has not opted for additional secretarial facilities under Regulation 3(b) of the Regulations of 2008, up to €41,092 each year, or where the first point of the parliamentary assistant pay scale is more than that amount, up to the amount of the first point each year;
- (b) in respect of a member of Seanad Éireann—
  - (i) up to 50 per cent of the amount payable under paragraph 1(a) per year where the member has not opted for additional secretarial facilities under Regulation 6(a) or (b) of the Regulations of 2008, or
  - (ii) €6,666 each year, where the member has opted for additional secretarial facilities working up to quarter-time under Regulation 6(b) of those Regulations;
- (c) in respect of a Minister of the Government, Minister of State or officeholder, up to €41,092 each year or where the first point of the parliamentary assistant pay scale is more than that amount, up to the amount of the first point each year;
- (d) in respect of a member of Dáil Éireann, including a Minister of the Government, Minister of State or officeholder who has not opted for

additional secretarial facilities under Regulation 3 (b) of the Regulations of 2008 and who does not avail of the amount specified under paragraph 1(a) or (c), and who so opts in writing, in such manner as directed by the Oireachtas Commission,—

- (i) €8,888, and
  - (ii) an amount of €11,591 each year or, where 50 percent of the first point of the secretarial assistant pay scale is more than that amount, the amount of 50 percent of the first point each year;
- (e) in respect of a member of Seanad Éireann, who is a Minister of the Government, Minister of State or officeholder, who does not avail of the amount specified under subparagraph (b) or (c), who has not opted for additional secretarial facilities working greater than quarter time under Regulation 6(b) of the Regulations of 2008, and who so opts in writing, in such manner as directed by the Oireachtas Commission,—
- (i) €6,666, and
  - (ii) €11,591 each year or, where 50 percent of the first point of the secretarial assistant pay scale is more than that amount, the amount of 50 percent of the first point each year.

(2) The payment of the amount specified in this Regulation is subject to the following exceptions, restrictions and conditions:

- (a) the amount payable under this Regulation or any portion of it, other than the amount referred to in paragraph (1)(b)(ii), (1)(d)(i) or (1)(e)(i), shall be payable only to the person or body who provides the service specified in paragraph (2)(b)(i) and (ii) where evidence in the form of vouchers or receipts is available to show that the expenses were incurred, in such manner as the Oireachtas Commission may, from time to time, direct;
- (b) the expenses to which the amount payable under this Regulation may be applied are:
  - (i) the purchase of secretarial assistance, public relations, information technology (but not web related) and training services from a person employed under a contract of service or the purchase of such services under a contract for service, including any applicable tax and social insurance costs, or
  - (ii) payment of remuneration to persons providing secretarial services, other than remuneration to persons engaged under the Regulations of 2008;
- (c) the amounts payable under this Regulation may not be applied to expenses which are otherwise provided for or reimbursed, directly or

indirectly, out of moneys provided by the Oireachtas, under these Regulations or otherwise, or to any of the following—

- (i) purchase of secretarial equipment,
- (ii) expenses relating to accommodation or premises such as purchase or rental of real property, maintenance and decoration,
- (iii) transport, travelling or subsistence expenses for members of the Houses of the Oireachtas or their employees,
- (iv) gifts, donations or entertainment,
- (v) postal, telephone or telemessage facilities, and
- (vi) any particular items of expenditure for which the member has already been fully reimbursed pursuant to any other statutory scheme.

(3) In this Regulation, “parliamentary assistant pay scale” and “secretarial assistant pay scale” means the pay scale of a person holding the position of parliamentary or secretarial assistant providing secretarial facilities to a member of Dáil Éireann or Seanad Éireann in accordance with the Regulations of 2008.

*Allowance to Attorney General while not member of Oireachtas*

10. The rate of allowance payable to the holder of the office of Attorney General while not a member is the sum of €12,000 for each year.

*Allowance in respect of providing office accommodation*

11. (1) Where a member of Dáil Éireann incurs expenses in establishing and equipping accommodation for his or her secretarial or Parliamentary assistant elsewhere than in Leinster House for the purpose of the member’s parliamentary duties, the Clerk of Dáil Éireann shall pay to the member a sum not exceeding €8,000 in final settlement of the expenses, (“constituency office establishment allowance”) following receipt of a claim for the expenses.

(2) A claim for payment of a sum under this Regulation shall be made to the appropriate authority in such form and contain such particulars as the Oireachtas Commission from time to time directs.

*Revocations and saver*

12. (1) The Regulations specified in the Schedule are revoked.

(2) Notwithstanding the revocation of regulations under paragraph (1), a member of the Oireachtas may, by 31 July 2010, claim an allowance in respect of expenses incurred in the 365 days prior to 1 January 2010 for travelling facilities and overnight payments as set out in the Oireachtas (Allowances to Members) (Travelling Facilities and Overnight Allowance) Regulations 1998 (S.I. No. 101 of 1998) as amended by the Oireachtas (Allowances to Members) (Travelling Facilities and Overnight Allowance) (Amendment) Regulations 1999 (S.I. No. 389 of 1999), and not previously reimbursed.

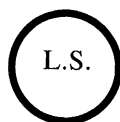
## SCHEDULE

## Regulation 12

## Revocations

- (a) the Oireachtas (Travelling Facilities to Members) Regulations 1948 (S.I. No. 46 of 1948),
- (b) the Oireachtas (Travelling Facilities to Members) (Amendment) Regulations 1983 (S.I. No. 174 of 1983),
- (c) the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (Allowances) (No. 2) Regulations 1992 (S.I. No. 397 of 1992),
- (d) the Oireachtas (Allowances to Members) Regulations 1996 (S.I. No. 116 of 1996),
- (e) the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (Allowances) (Amendment) Regulations 1996 (S.I. No. 315 of 1996),
- (f) the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (Allowances) (Amendment) Regulations 1997 (S.I. No. 472 of 1997),
- (g) the Oireachtas (Allowances to Members) (Telephone and Postal Facilities) Regulations 1998 (S.I. No. 99 of 1998),
- (h) the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (Allowances) (Amendment) Regulations 1998 (S.I. No. 100 of 1998),
- (i) the Oireachtas (Allowances to Members) (Travelling Facilities and Overnight Allowance) Regulations 1998 (S.I. No. 101 of 1998),
- (j) the Oireachtas (Allowances to Members) (Travelling Facilities) (Amendment) Regulations 1998 (S.I. No. 234 of 1998),
- (k) the Oireachtas (Allowances to Members) (Travelling Facilities) (Amendment) Regulations 1998 (S.I. No. 235 of 1998),
- (l) the Oireachtas (Allowance to Member) (Telephone And Postal Facilities) (Amendment) Regulations 1998 (S.I. No. 457 of 1998),
- (m) the Oireachtas (Allowances to Members) (Telephone and Postal Facilities) (Amendment) Regulations 1999 (S.I. No. 86 of 1999),
- (n) the Oireachtas (Allowances to Members) (Telephone and Postal Facilities) (Amendment) Regulations 1999 (S.I. No. 388 of 1999),

- (o) the Oireachtas (Allowances to Members) (Travelling Facilities and Overnight Allowance) (Amendment) Regulations 1999 (S.I. No. 389 of 1999),
- (p) the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (Allowances) (Amendment) Regulations 2001 (S.I. No. 387 of 2001)
- (q) the Oireachtas (Allowances to Members) (Telephone and Postal Facilities) (Amendment) Regulations 2001 (S.I. No. 388 of 2001),
- (r) the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (Allowances) (Amendment) Regulations 2003 (S.I. No. 464 of 2003),
- (s) Oireachtas (Allowances to Members) (Secretarial Allowances) Regulations 2006 (S.I. No. 280 of 2006),
- (t) the Oireachtas (Allowances to Members) (Travelling Facilities and Overnight Allowances (Amendment) Regulations 2007 (S.I. No. 173 of 2007),
- (u) the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (Allowances) (Amendment) Regulations 2008 (S.I. No. 545 of 2008),
- (v) the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (Allowances) (Amendment) Regulations 2009 (S.I. No. 324 of 2009),
- (w) the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (Allowances) (Amendment) Regulations 2009 (S.I. No. 325 of 2009),
- (x) the Oireachtas (Allowances to Members) (Travelling Facilities) Regulations 2009 (S.I. No. 326 of 2009), and
- (y) the Oireachtas (Allowances to Members) (Constituency Telephone Allowances) Regulations 2009 (S.I. No. 327 of 2009).



GIVEN under my Official Seal,  
25 March 2010.

BRIAN LENIHAN,  
Minister for Finance.

## EXPLANATORY NOTE

*(This note is not part of the Regulations and does not purport to be a legal interpretation).*

These Regulations make provision for, inter alia, the introduction of a single Parliamentary Standard Allowance which will replace a number of existing individual expense allowances.

The new single Parliamentary Standard Allowance which will have two strands as follows:

- A Travel and Accommodation allowance, and
- A Public Representation Allowance

**Travel and Accommodation Element**

Payments in respect of travel and accommodation will be set in bands based on travelling distance from Leinster House, verified by attendance recording subject to a minimum attendance requirement in Leinster House.

**Public Representation Allowance**

The Public Representation Allowance may, in the case of Deputies, be used for expenses related to constituency offices, mobile phones, home telephones, newspaper advertising, distribution of leaflets, newsletters, costs of relevant conferences and other engagements related to duties as a public representative, hire of rooms, replacement of equipment and web hosting and design.

Expenses related to constituency offices and equipment will not apply to Senators; they may claim for newspaper advertising, distribution of leaflets, newsletters, hire of rooms and conferences and other engagements related to their duties as a public representative.

TDs may receive an un-vouched amount of €15,000 per annum or a fully vouched amount of up to €25,700 per annum. Senators will have an un-vouched amount of €9,250 per annum and a vouched amount of up to €15,000 per annum.

Ministers will receive an un-vouched amount of €12,000 per annum or a fully vouched amount up to €20,000 per annum.

**Audit**

Where a claim exceeds the unvouched limit the amount claimed must be fully vouched. Such claims may be subject to audit and at least 10% of members may be audited each year.

BAILE ÁTHA CLIATH  
ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR  
Le ceannach díreach ón  
OIFIG DHÍOLTA FOILSEACHÁN RIALTAIS,  
TEACH SUN ALLIANCE, SRÁID THEACH LAIGHEAN, BAILE ÁTHA CLIATH 2,  
nó tríd an bpost ó  
FOILSEACHÁIN RIALTAIS, AN RANNÓG POST-TRÁCHTA,  
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STATUTORY INSTRUMENTS.

**S.I. No. 149 of 2013**



OIREACHTAS (ALLOWANCES AND FACILITIES) (AMENDMENT)  
REGULATIONS 2013

S.I. No. 149 of 2013

OIREACHTAS (ALLOWANCES AND FACILITIES) (AMENDMENT)  
REGULATIONS 2013

I, BRENDAN HOWLIN, Minister for Public Expenditure and Reform, in exercise of the powers conferred on me by—

- (a) section 3 of the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices Act 2009 (No. 29 of 2009),
- (b) section 2(1) (inserted by section 11 of the Oireachtas (Allowances to Members) and Ministerial and Parliamentary Offices (Amendment) Act 1992 (No. 3 of 1992) (“Act of 1992”)) of the Oireachtas (Allowances to Members) Act 1962 (No. 32 of 1962) (“Act of 1962”), in respect of telephone and postal facilities,
- (c) section 2(2B) (inserted by section 16 of the Oireachtas (Allowances to Members) and Ministerial, Parliamentary, Judicial and Court Offices (Amendment) Act 1998 (No. 5 of 1998) (“Act of 1998”)) of the Act of 1962, in respect of secretarial allowances,
- (d) section 3(4)(ca) (inserted by section 37 of the Ministerial, Parliamentary and Judicial Offices and Oireachtas (Miscellaneous Provisions) Act 2001 (No. 33 of 2001)) of the Act of 1992, in respect of the rate of the allowance to Attorney General, and
- (e) the Ministers and Secretaries (Amendment) Act 2011 (No. 10 of 2011) and the Finance (Transfer of Departmental Administration and Ministerial Functions) Order 2011 (S.I. No. 418 of 2011),

hereby make the following regulations:

1. (1) These Regulations may be cited as the Oireachtas (Allowances and Facilities) (Amendment) Regulations 2013.

(2) These Regulations are deemed to have come into operation on 1 January 2013.

2. In these Regulations—

“Regulations of 2010” means Oireachtas (Allowances and Facilities) Regulations 2010 (S.I. No. 84 of 2010);

“Regulations of 2012” means Oireachtas (Allowances) (Amendment) Regulations 2012 (S.I. No. 37 of 2012).

*Notice of the making of this Statutory Instrument was published in  
“Iris Oifigiúil” of 7th May, 2013.*

3. Regulation 2(1) of the Regulations of 2010 is amended by substituting for the definition of “Regulations of 2008” the following:

“Regulations of 2013” means Oireachtas (Ministerial and Parliamentary Offices) (Secretarial Facilities) Regulations 2013 (S.I. No. 2 of 2013).

4. Regulation 4 of the Regulations of 2010 is amended by substituting for paragraphs (1) to (5) the following:

“(1) The amount specified in a particular column of the Table to this paragraph is determined as the amount payable to a member of Dáil Éireann as part of the parliamentary standard allowance for the relevant period in respect of travelling facilities for distances, from the member’s normal place of residence in respect of the distance referred to in that column, to and from Leinster House, overnight expenses and travel expenses which the member is obliged to incur in the performance of his or her duties as a member of Dáil Éireann.

Table

		Distances from normal place of residence to Leinster House (kilometres)											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
		Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10	Band 11	Band 12
<b>Distance</b>	Dublin (less than 25km)	25km or more but less than 60km	60km or more but less than 90km	90km or more but less than 120km	120km or more but less than 150km	150km or more but less than 180km	180km or more but less than 210km	210km or more but less than 240km	240km or more but less than 270km	270km or more but less than 300km	300km or more but less than 330km	330km or more but less than 360km	360km or more
<b>Amount</b>	€9,000	€25,295	€27,315	€28,665	€29,669	€30,015	€30,350	€30,685	€31,365	€32,035	€32,715	€33,395	€34,065

(2) The amount specified in a particular column of the Table to this paragraph is determined as the amount payable to a member of Seanad Éireann as part of the parliamentary standard allowance for the period in respect of travelling facilities for distances, from the member’s normal place of residence in respect of the relevant distance referred to in that column, to and from Leinster House and overnight expenses which the member is obliged to incur in the performance of his or her duties as a member of Seanad Éireann.

Table

		Distances from normal place of residence to Leinster House (kilometres)											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
		Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10	Band 11	Band 12
<b>Distance</b>	Dublin (less than 25km)	25km or more but less than 60km	60km or more but less than 90km	90km or more but less than 120km	120km or more but less than 150km	150km or more but less than 180km	180km or more but less than 210km	210km or more but less than 240km	240km or more but less than 270km	270km or more but less than 300km	300km or more but less than 330km	330km or more but less than 360km	360km or more
<b>Amount</b>	€5,250	€20,795	€22,815	€24,165	€25,169	€25,515	€25,849	€26,184	€26,865	€27,534	€28,215	€28,895	€29,565

(3) The amount specified in a particular column of the Table to this paragraph is determined as the amount payable opposite mention of an office holder referred to in column (1) of that Table as part of the parliamentary standard allowance for the period in respect of travelling facilities for the distances, from the officeholder's normal place of residence in respect of the distance referred to in that column, to and from Leinster House and overnight expenses which the person is obliged to incur in the performance of his or her duties as a member of the Oireachtas and as that office holder.

Table

		Distances from normal place of residence to Leinster House (kilometres)											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Office holder		Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10	Band 11	Band 12
<b>Distance</b>	Dublin (less than 25km)	25km or more but less than 60km	60km or more but less than 90km	90km or more but less than 120km	120km or more but less than 150km	150km or more but less than 180km	180km or more but less than 210km	210km or more but less than 240km	240km or more but less than 270km	270km or more but less than 300km	300km or more but less than 330km	330km or more but less than 360km	360km or more
<i>Leas Cheann Comhairle</i>	€6,300	€22,011	€24,435	€26,055	€27,260	€27,675	€28,076	€28,478	€29,295	€30,098	€30,915	€31,731	€32,535
<i>Cathaoirleach</i>	€6,300	€22,011	€24,435	€26,055	€27,260	€27,675	€28,076	€28,478	€29,295	€30,098	€30,915	€31,731	€32,535
<i>Leas-Cathaoirleach</i>	€6,300	€22,011	€24,435	€26,055	€27,260	€27,675	€28,076	€28,478	€29,295	€30,098	€30,915	€31,731	€32,535
<i>Leader of the Seanad</i>	€6,300	€22,011	€24,435	€26,055	€27,260	€27,675	€28,076	€28,478	€29,295	€30,098	€30,915	€31,731	€32,535

(4) An amount of €14,715 shall be paid to the Ceann Comhairle as part of the parliamentary standard allowance for the period in respect of overnight expenses which he or she is obliged to incur in the performance of his or her duties as a member of the Oireachtas and as an office holder.

(5) The Leas Cheann Comhairle or Cathaoirleach may, in writing, no later than one month before the beginning of any relevant period, waive the payment of the amount specified in the Table to paragraph (3) in respect of their office and shall, in that case, be paid an amount of €14,715 as part of the parliamentary standard allowance for the period in respect of overnight expenses which he or she is obliged to incur in the performance of his or her duties as a member of the Oireachtas and as an office holder. In the event of such a waiver, the expenses of travelling to and from Leinster House of the Leas Cheann Comhairle or Cathaoirleach, as appropriate, shall be met by such arrangements as may from time to time be made, subject to the approval of the Minister for Public Expenditure and Reform.”.

5. (1) Regulation 5 of the Regulations of 2010 is amended—

(a) by substituting for paragraphs (1) to (3) the following:

“(1) An amount of not more than €20,350 is payable to a member of Dáil Éireann, including an officeholder but excluding a Minister of the Government or Minister of State, as part of the parliamentary standard allowance in respect of expenses (other than expenses provided for in Regulation 4) which the member is obliged to incur in the performance of his or her duties as a member, where evidence in the form of vouchers or receipts is available to show that the expenses were incurred, except for an amount of not more than €100 per month which may be used for incidental expenditure without evidence in the form of vouchers or receipts.

(2) An amount of not more than €12,225 is payable to a member of Seanad Éireann, including an officeholder but excluding a Minister of the Government or Minister of State, as part of the parliamentary standard allowance in respect of expenses (other than expenses provided for in Regulation 4) which the member is obliged to incur in the performance of his or her duties as a member, where evidence in the form of vouchers or receipts is available to show that the expenses were incurred, except for an amount of not more than €75 per month which may be used for incidental expenditure without evidence in the form of vouchers or receipts.

(3) An amount of not more than €16,000 is payable to a Minister of the Government or Minister of State as part of the parliamentary standard allowance in respect of expenses (other than expenses provided for in Regulation 4) which the Minister or Minister of State is obliged to incur in the performance of his or her duties as a member, where evidence in the form of vouchers or receipts is available to show that

the expenses were incurred, except for an amount of not more than €100 per month which may be used for incidental expenditure without evidence in the form of vouchers or receipts.”,

and

(b) in paragraph (4)—

(i) by substituting for subparagraphs (a) and (b) the following:

“(a) the amount specified in this Regulation shall be provided in any case where, within one month before the beginning of any relevant period, a person referred to in paragraph (1), (2) or (3) notifies the appropriate authority, in writing or in such form as may be specified by the Oireachtas Commission, of the amount subject to the maximum specified in the relevant paragraph that he or she wishes to be paid on a monthly basis, and the amount shall not be paid to the person until the appropriate authority receives such notification in respect of that period;

(b) a person referred to in paragraph (1), (2) or (3) shall certify, in writing or in such form as may be determined by the Oireachtas Commission, to the appropriate authority within one month of the end of the relevant period—

(i) the amount expended under this Regulation in respect of expenses incurred in the performance of his or her duties as a member, Minister of the Government or Minister of State, as the case may be, and

(ii) that the amount referred to in subparagraph (i) was applied wholly in respect of such expenses as are specified in paragraph (c) or (d), as appropriate, which he or she was obliged to incur in the performance of his or her duties as such a member or Minister;”,

(ii) in subparagraph (c), by substituting for clause (xiiia) (inserted by the Regulations of 2012) the following:

“(xiiia) expenses, including any statutory deductions, for the purchase of secretarial support, public relations, information technology (but not internet related) and training services under a contract for service from a person or service provider, other than—

- (I) persons engaged or expenses incurred under Regulation 9 or the Regulations of 2013, or
- (II) Ministerial staff employed under the Guidelines on Staffing Ministerial Offices,”
- (iii) in subparagraph (d), by substituting for clause (iva) (inserted by the Regulations of 2012) the following:

“(iva) expenses, including any statutory deductions, for the purchase of secretarial support, public relations, information technology (but not internet related) and training services under a contract for service from a person or service provider, other than—

- (I) persons engaged or expenses incurred under Regulation 9 or the Regulations of 2013, or
- (II) Ministerial staff employed under the Guidelines on Staffing Ministerial Offices,”

and

- (iv) in subparagraph (f), by substituting “paragraph (1), (2) or (3) for “paragraph (1)(a), (2)(a) or (3)(a).”.

(2) In respect of the year 2013, a member of the Oireachtas may make the notification to the appropriate authority referred to in Regulation 5(4)(a) of the Regulations of 2010 by 31 January 2013.

6. Regulation 6 of the Regulations of 2010 is amended by substituting “paragraph (1), (2) or (3) of Regulation 5” for “paragraph (1)(a), 2(a) or (3)(a) of Regulation 5”.

7. Regulation 8(1) of the Regulations of 2010 is amended by substituting for subparagraph (d) (inserted by the Oireachtas (Allowances and Facilities) (Amendment) Regulations 2011 (S.I. No. 328 of 2011)) the following:

“(d) a member shall be entitled to receive a monthly allocation of ordinary prepaid envelopes not exceeding—

- (i) in the case of a member who is a party whip in Dáil Éireann, the number obtained by adding—

- (I) the number that is equal to the number of members for the time being of the parliamentary party of which the member is whip when multiplied by 10, and

- (II) 625,

- (ii) in the case of any other member of Dáil Éireann, 625,

(iii) in the case of a member who is a group whip in Seanad Éireann, the number obtained by adding—

(I) the number that is equal to the number of members for the time being of the group of which the member is whip when multiplied by 10, and

(II) 375,

and

(iv) in the case of any other member of Seanad Éireann, 375;”.

8. Regulation 9 of the Regulations of 2010 is amended—

(a) by substituting for paragraph (1) the following:

“(1) The amount of the secretarial allowance is:

(a) in respect of a member of Dáil Éireann who has not opted for additional secretarial facilities under Regulation 3(1)(b) of the Regulations of 2013, up to €41,092 each year, or where the first point of the parliamentary assistant pay scale is more than that amount, up to the amount of the first point each year;

(b) in respect of a member of Seanad Éireann who has not opted for additional secretarial facilities under Regulation 6(1)(b) of the Regulations of 2013, up to 50 per cent of the amount payable under paragraph 1(a) each year;

(c) in respect of a Minister of the Government, Minister of State or officeholder, up to €41,092 each year or where the first point of the parliamentary assistant pay scale is more than that amount, up to the amount of the first point each year.”.

(b) in paragraph (2)(a), by deleting “, other than the amount referred to in paragraph (1)(b)(ii), (1)(d)(i) or (1)(e)(i),”;

(c) in paragraph (2)(b)(ii), by substituting “Regulations of 2013” for “Regulations of 2008”, and

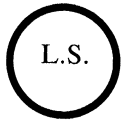
(d) in paragraph (3), by substituting “Regulations of 2013” for “Regulations of 2008”.

9. The rate of allowance payable to the holder of the office of Attorney General while not a member of the Oireachtas is the sum of €9,000 for each year.



10. The following are revoked:

- (a) the Oireachtas (Allowances and Facilities)(Amendment) Regulations 2011 (S.I. No. 328 of 2011), and
- (b) the Oireachtas (Allowances and Facilities)(Amendment) Regulations 2012 (S.I. No. 37 of 2012).



GIVEN under my Official Seal,  
30 April 2013.

BRENDAN HOWLIN,  
Minister for Public Expenditure and Reform.

## EXPLANTORY NOTE

*(This note is not part of the Instrument and does not purport to be a legal interpretation)*

These Regulations amend the existing Principal Regulations (S.I. No. 84 of 2010) which provides for the payment of a Parliamentary Standard Allowance to reimburse members of the Oireachtas for certain expenses incurred.

These Regulations reduce the Travel and Accommodation element by 10% for travel to Leinster House (25% reduction in the case of Dublin Members). The Regulations will require evidence of expenditure to be produced for expenses accrued under the Public Representational Allowance (PRA), subject to permitting a small level of unvouched expenditure for incidental expenses, as well as reducing the PRA expenditure limits to €20,350 for Deputies, €16,000 for Ministers and Ministers of State, and €12,225 for Senators.

The secretarial allowance scheme is also being amended to require evidence of all expenditure.

The number of pre-paid envelopes is reduced.

BAILE ÁTHA CLIATH  
ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR  
Le ceannach díreach ó  
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