

Reference No: E105/4/34; **Date:** 21/08/58

Circular 15/1958:- Subsistence Allowances Abroad

A Dhuine Uasail,

1. I am directed by the Minister for Finance to say that the revised rates of subsistence allowance set out in the appendix to this circular - which have been agreed with the Institute of Professional Civil Servants and recommended by the General Council - may be paid to civil servants in respect of travelling abroad on official business after 8th June, 1958. The rates will be reviewed annually.

2. The revised rates will be payable as follows -

Normal rate payable for first month in any one place.
Reduced rate payable for next two months.

3. Subsistence allowances should not be paid without the prior sanction of this Department for periods of absence abroad in excess of three months. The prior sanction of this Department should also be obtained for the rates of subsistence allowance to be paid in respect of foreign countries other than those mentioned in the appendix to this circular.

4. The subsistence allowance rate appropriate to any period of twenty-four hours is (a) the rate appropriate to the place where the night is spent or (b) if the officer is travelling overnight, the 'elsewhere' rate for the country in which the officer is at midnight.

5. The cost of sleeping berths on trains may be allowed as part of the expenses of a journey.

6. In the case of a journey by sea -

(a) Charges for cabins or sleeping berths on a cross-channel boat may, when claimed and vouched, be allowed to officers eligible for first-class travel. Charges for sleeping berths may, when claimed and vouched, be allowed to other officers.

(b) The time occupied on a sea journey for which the passage-money covers the cost of meals will not reckon for payment of subsistence allowance. A daily allowance may, however, be paid at the following rates -

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| (i) | North Atlantic voyages on - | |
| | American vessels | \$2 a day |
| | Other vessels | 10/- " " |
| (ii) | Other sea journeys | 5/- " " |

7. The time occupied on a journey by air for which the fare covers the cost of meals will not reckon for purposes of payment of subsistence allowance.

8. Where a journey is made by night -

(a) Full subsistence allowance may be paid if

- (i) the cost of sleeping accommodation is not paid for out of public funds, or

(ii) the officer is obliged, owing to the early hour of arrival at his destination, to incur a charge for a bedroom in a hotel that night.

(b) Two-thirds only of the full subsistence allowance may be paid if -

(i) the cost of sleeping accommodation is paid for out of public funds, and

(ii) the officer has not himself to incur extra expense in respect of sleeping accommodation for the same night.

9. (a) An officer attending an international conference abroad in countries other than Britain may be allowed, in lieu of the subsistence allowance set out in the appendix to this circular -

(i) the vouched cost of hotel rooms including, where payable, tax on rooms and up to 15% for service charges, and

(ii) a conference rate measured at two-thirds the normal night rate of subsistence (two-thirds the 'elsewhere' rate in U.S.A. may be taken as \$10).

If service charges are not included in the vouched cost of hotel rooms, the officer may be refunded gratuities actually and necessarily given by him in lieu of service charges within a limit of 15% of the vouched cost of hotel rooms.

(b) The same arrangements may be applied to an officer eligible for Class A rates of subsistence when attending a conference or meeting in London (and to officers who accompany him and stay at the same hotel).

10. Subsistence allowances at the rates now authorised may be paid in respect of approved journeys without reference to this Department but payment will, of course, be subject to any relevant regulations or conditions for the time being in force. (Where feasible, journeys by sea should in the interests of economy be made in the less expensive ships).

11. If a claim (suitably vouched) is received from an officer for payment of subsistence expenses incurred by him in Paris between 1st October, 1957 and 8th June, 1958 (both dates inclusive) and the amount claimed is in excess of the amount allowable under Circular 26/50 the Department concerned may, in its discretion, allow on foot of the claim such sum, within the limits of the rates for Paris now authorised, as appears warranted after due allowance is made for home-saving. No other claim for payment of subsistence expenses at rates higher than authorised rates - whether in respect of periods before or after 9th June, 1958 - should be entertained.

12. Circular 26/50 is withdrawn with effect from 9th June, 1958 (inclusive).

Mise, le meas,
L. M. Fitzgerald.

15/58

Note: The appendix to this Circular setting out rates of subsistence allowances abroad is omitted as revised rates now apply.

This Circular has been amended by Circulars 20/59, 7/62, 11/63, and 12/67.