

Reference No: E105/8/75; **Date:** 10/05/96

Circular 11/96:- Subsistence Allowances Abroad

A Dhuine Uasail

1. I am directed by the Minister for Finance to refer to the rates of subsistence allowance payable to civil servants in respect of absences abroad on official business, as set out in the Appendix to Circular 2/96. These rates have been reviewed and where appropriate revised, as indicated in the Appendix to this Circular. The revised rates are effective from 1 May 1996 but in any case where the application of these rates as from that date would result in a reduction in the total amount payable to an officer by way of subsistence in respect of a visit abroad, this Circular may in that case be deemed to take effect from 2 June 1996.

2. Expenditure on travel and subsistence must continue to be strictly appraised and monitored in the light of present financial constraints. Officers who travel abroad should limit reimbursable expenditure to the minimum consistent with the requirements of the visit. Heads of Departments should continue to ensure that only essential travel is undertaken and that the number of officers on any official journey is kept to the absolute minimum.

3. Any telephone enquiries about this circular from Departments, including enquiries about the rates applicable to locations which are not listed in the Appendix, should be made to 6767571, Ext. 5332. Personal enquiries from individual officers should be addressed to the Personnel Unit of the employing Department /Office.

Mise le meas
J. McGovern
Assistant Secretary

To/All Departments etc.

Subsistence Allowance Applicable From 1 May 1996

N.B. Officers travelling to destinations which are not included in this Appendix should confirm the appropriate subsistence rates with the Personnel Unit of their employing Department/Office prior to departure.

Except in the case of Britain, the following rates are those appropriate to an officer eligible for Class A home rates; in respect of other officers, the rates as shown should be multiplied by the fraction:

Officer's home rate + Class A home rate

In cases where conference rate applies, the appropriate amounts shown under the "Conference Rate" heading are payable in addition to the vouched cost of accommodation (room only).

Country (Currency)	Rate	Night Rate	Conference Rate	Day Rate (over 10 hrs)	Day Rate (over 5 hrs)
<u>Britain (£ Sterling)</u>					
Officers eligible for Class A home rates:					
London		98.70	49.41	32.90	16.45
Elsewhere		85.85	42.93	28.62	14.31
Officers eligible for Class B home rates:					
London		68.50	34.90	22.83	11.42
Elsewhere		63.15	31.58	21.05	10.53
All other officers:					
London		61.30	30.65	20.43	10.22
Elsewhere		48.85	24.43	16.28	8.14
<u>Austria (Shillings)*</u>					
Vienna		1,850	925.00	617	308
<u>Belgium (B.Francs)</u>					
Brussels		-	3,6501	2,433	1,217
Elsewhere		5,900	2,950	1,967	983
<u>Canada (Can.Dollars)*</u>					
Montreal		228.00	114.00	76.00	38.00
Ottawa		201.00	100.50	67.00	33.50
Toronto		179.00	89.50	60.00	30.00
Elsewhere		183.00	95.71	61.00	30.50
<u>Czech Republic (Korunas)*</u>					
Prague		2348.003	3522.00	2348.00	1174.00
<u>Denmark (Kroner)</u>					
Copenhagen		1,350	675.00	450.00	225.00
Elsewhere		7302	730.00	487.00	243.00

<u>Finland (Markka)*</u>					
Helsinki	857.00	428.50	285.67	142.83	
<u>France (Francs)</u>					
Paris	1257.00		628.50	419.00	209.50
Strasbourg	828.00	414.00	276.00	138.00	
Elsewhere	380.003		570.00	380.00	190.00
<u>Germany (Deutschmarks)</u>					
Berlin	270.004		139.50	93.00	46.50
Bonn	250.004		136.50	91.00	45.50
Dusseldorf	150.004		136.50	91.00	45.50
Frankfurt	273.004		136.50	91.00	45.50
Hamburg	257.004		162.00	108.00	54.00
Munich	214.004		135.00	90.00	45.00
Stuttgart	283.004		198.00	132.00	66.00
Elsewhere	99.003	148.50	99.00	49.50	
<u>Greece (Drachmas)*</u>					
Athens	36,663	18,332	12,221	6,111	
<u>Hungary (Forints)*</u>					
Budapest	5445.003	8168.00		5445.00	
2723.00					
<u>Italy (Lira)</u>					
Milan, Genoa					
Turin, Venice	378,000		189,000	126,000	
63,000					
Rome, Florence, Naples					
and Elsewhere	350,000		175,000	116,667	
58,333					
<u>Janan (Yen)</u>					
Tokyo	25,000	12,500	8,333	4,167	
Elsewhere	22,500	11,250	7,500	3,750	
<u>Luxembourg (Lux.Francs)</u>					
	10,243	5,122	3,414	1,707	
<u>Netherlands (Guilders)</u>					
Amsterdam	377.00	188.50	126.00	63.00	
The Hague	323.00	161.50	108.00	54.00	
Elsewhere	258.00	129.00	86.00	43.00	
<u>Norway (Kroner)*</u>					
Oslo	1,894	947	631	316	
Poland (Zlotys)	120.005		180.00	120.00	60.00
<u>Portugal (Escudos)</u>					
Oporto	25,293	12,647	8,431	4,216	
Lisbon	29,500	14,750	9,833	4,917	
Elsewhere6					

<u>Spain (Pesetas)*</u>				
Madrid	24,685	12,343	8,228	4,114
Barcelona	29,375	14,688	9,792	4,896
Elsewhere	20,738	10,369	6,913	3,456
<u>Sweden (Kroner)*</u>				
Stockholm	1,993	997	664	332
<u>Switzerland (Sw.Francs)</u>				
Zurich	305.00	152.50	101.67	50.83
Elsewhere	264.00	133.00	88.00	44.00
<u>USA (Dollars)*</u>				
Boston	210.00	105.00	70.00	35.00
Chicago	219.00	109.50	73.00	36.50
New York	264.00	132.00	88.00	44.00
San Francisco	229.00	114.50	76.33	38.17
Washington DC	158.00	100.00	52.67	26.33

*RATES ARE AVAILABLE FOR OTHER LOCATIONS ON REQUEST FROM D/FINANCE.

NOTES:

1. Conference rate is applicable to all officers travelling to Brussels on overnight visits.
2. Night Rate = Vouched cost of accommodation (room only), plus the allowance indicated.
3. Night Rate = Vouched cost of accommodation & breakfast, plus the amount indicated.
4. Night Rate = Vouched cost of accommodation & breakfast subject to the limit indicated, plus an allowance equivalent to the day rate (over 10 hours) for the city in question.
5. Night Rate = Vouched cost of accommodation and breakfast subject to a limit of US\$100 plus the allowance indicated.
6. Night Rate & Conference Rate = Vouched cost of accommodation plus 3 meals plus Stg£4.
10 Hour Rate = Vouched cost of 2 meals. 5 Hour Rate = Vouched cost of 1 meal.