

Reference No: E105/8/75; **Date:** 29/04/99

Circular 12/1999:- Subsistence Allowances Abroad

A Dhuine Uásail

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 8/99. These rates have been reviewed and where appropriate revised, as indicated in the Appendix to this Circular. (These include Euro rates for the member states). The revised rates are effective from 1 May 1999. However, in any case where the application of these rates as and 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 17 May 1999.

2. Expenditure on travel and subsistence must continue to be strictly appraised and monitored. 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, should be made to 6767571 Ext:5426/5448, GTN 7109 - 5426/5448. Personal enquiries from individual officers and enquires regarding rates applicable to locations which are not listed in the Appendices, should be addressed to the Personnel Unit of the employing Department/Office.

Mise le meas

J. McGovern
Assistant Secretary

To: All Departments etc.

APPE

SUBSISTENCE

*** 1 Euro = œ0.787564

COUNTRY (Currency)	Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
<u>Austria (Euro)</u>				
Vienna	168.38	84.19	56.13	28.0
<u>Belgium (Euro)</u>				
Brussels	(see note 1)	98.34	65.57	32.8
Elsewhere	158.48	79.25	52.83	26.4
<u>Finland (Euro)</u>				
Helsinki				
weekday	194.09	97.04	64.70	32.3
weekend	177.27 (see note 6)	88.64	59.09	29.5
<u>France (Euro)</u>				
Paris	227.76	113.88	75.92	37.9
Strasbourg	143.76	71.88	47.92	23.9
Elsewhere	62.96 (see note 3)	94.44	62.96	31.4
<u>Germany (Euro)</u>				
Berlin	192.25	96.12	64.08	32.0
Bonn	50.11 (see note 7)	75.16	50.11	25.0
Dusseldorf	139.58	69.79	46.53	23.2
Frankfurt	156.97	78.48	52.32	26.1
Hamburg	202.47	101.24	67.49	33.7
Munich	205.03	102.51	68.34	34.1
Stuttgart	196.85	98.42	65.61	32.8
Elsewhere	51.13 (see note 3)	76.69	51.13	25.5
<u>Italy (Euro)</u>				
Milan, Genoa, Turin and Venice	221.15	110.57	73.72	36.8
Rome, Florence, Naples and Elsewhere	196.98	98.49	65.66	32.8
<u>Luxembourg (Euro)</u>				
	259.92	129.97	86.64	43.3
<u>Netherlands (Euro)</u>				
Amsterdam	155.19	77.60	51.73	25.8

The Hague	169.71	84.86	56.57	28.2
Elsewhere	132.50	66.25	44.17	22.0
Portugal (Euro)				
Oporto	151.36	75.68	50.45	25.2
Lisbon	148.31	74.16	49.44	24.7
Elsewhere	(see note 2)			
Spain (Euro)				
Madrid	157.16	78.58	52.39	26.1
Barcelona	188.74	94.37	62.91	31.4
Elsewhere	50.70 (see note 4)	50.70	33.79	16.9

*** To convert a euro amount to an Irish pound amount the resulting Irish pound amount is rounded to the third figure after the decimal point to 4 decimal places.

NOTES

1. Conference Rate is applicable to
2. Night Rate & Conference Rate =
(10 Hour Rate = vouched cost of
3. Night Rate = Vouched cost of
4. Night Rate = Vouched cost of
5. Night Rate = Vouched cost of
6. Weekend Nights = Friday,
Saturday and Sunday
7. Night Rate = Vouched cost of
8. Night Rate = Vouched cost of
accommodation and breakfast to
9. Night Rate = Vouched cost of