

Ref: E105/8/75

26 August 1999

**Circular 22/99 : 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 12/99. 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 September 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 13 September 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, VPN 8109 - 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.

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J. McGovern  
Assistant Secretary

To: All Departments etc.



