



An Roinn Airgeadais
Department of Finance

73-79,
Sráid an Mhóta Íocht,
Baile Átha Cliath 2,
Éire.

73-79,
Lower Mount Street,
Dublin 2,
Ireland.

Telephone: 353-1-676 7571
Facsimile: 353-1-604 5499
LoCall: 1890 66 10 10
VPN: 109
<http://www.irigov.ie/finance>

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12 January 2000

Circular 2/2000 : 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 22/99. 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 January 2000. 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 January 2000.

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.

Mise le meas

J. McGovern
Assistant Secretary

To: All Departments etc.

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 JANUARY 2000
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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 shown should be multiplied by the fraction:

Officer's home rate divided by Class A home rate

COUNTRY (Currency)	Night Rate (24 hours)	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
BRITAIN (£ STERLING)				
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
AUSTRIA (Schillings) *				
Vienna	2,317.00	1,158.50	772.33	386.17
BELGIUM (Belgian Francs)				
Brussels	(see note 1)	3,967.00	2,645.00	1,323.00
Elsewhere	6,393.00	3,197.00	2,131.00	1,066.00
CANADA (Canadian \$) *				
Montreal	220.00	110.00	73.33	36.67
Ottawa	315.00	157.50	105.00	52.50
Toronto	275.00	137.50	91.67	45.83
Elsewhere	102.00	(see note 4) 102.00	68.00	34.00
CZECH REPUBLIC (Korunas) *				
Prague	2,229.00	(see note 3) 3,343.50	2,229.00	1,114.50
DENMARK (Kroner)				
Copenhagen	1,439.00	719.50	479.67	239.83
Elsewhere	754.00	(see note 4) 754.00	502.67	251.33
FINLAND (Markka)*				
Helsinki				
Weekday	1,154.00	577.00	384.67	192.33
Weekend	1,054.00	(see note 6) 527.00	351.33	175.67
FRANCE (Francs) *				
Paris	1,494.00	747.00	498.00	249.00
Strasbourg	918.00	459.00	306.00	153.00
Elsewhere	413.00	(see note 3) 619.50	413.00	206.50
GERMANY (Deutschmarks)				
Berlin	376.00	188.00	125.33	62.67
Bonn	98.00	(see note 7) 147.00	98.00	49.00
Dusseldorf	273.00	136.50	91.00	45.50
Frankfurt	502.00	251.00	167.33	83.67
Hamburg	401.00	200.50	133.67	66.83
Munich	401.00	200.50	133.67	66.83
Stuttgart	385.00	192.50	128.33	64.17
Elsewhere	102.00	(see note 3) 153.00	102.00	51.00

COUNTRY (Currency) *	Night Rate (24 hours)	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
GREECE (Drachma) *				
Athens	38,663.00	19,332.00	12,888.00	6,444.00
HUNGARY (Forints) *				
Budapest	11,214.00 (see note 9)	16,821.00	11,214.00	5,607.00
ICELAND (Krona)				
Reykjavik	20,773.00	10,386.50	6,924.33	3,462.17
ITALY (Lira) *				
Bologna, Florence, Genoa, Milan Turin & Venice	429,150.00	214,575.00	143,050.00	71,525.00
Naples & Rome	381,750.00	190,875.00	127,250.00	63,625.00
JAPAN (Yen) *				
Tokyo	27,103.00	13,552.00	9,034.00	4,517.00
Elsewhere	24,186.00	12,093.00	8,062.00	4,031.00
LUXEMBOURG (Lux Francs) *				
Luxembourg	9,721.00	4,860.50	3,240.33	1,620.17
NETHERLANDS (Guilders)				
Amsterdam	349.00	174.50	116.33	58.17
The Hague	376.00	188.00	125.33	62.67
Elsewhere	142.00 (see note 4)	142.00	94.67	47.33
NORWAY (Kroner) *				
Oslo	Weekday 1,986.00 Weekend 1,616.00 (see note 6)	993.00 808.00	662.00 538.67	331.00 269.33
POLAND (Zlotys) *				
Warsaw	210.00 (see note 5)	315.00	210.00	105.00
PORTUGAL (Escudos)				
Lisbon	30,440.00	15,220.00	10,146.67	5,073.33
Oporto	30,344.00	15,172.00	10,114.67	5,057.33
Elsewhere	(see note 2)			
SPAIN (Pesetas) *				
Barcelona	31,403.00	15,702.00	10,467.67	5,233.83
Madrid	30,660.00	15,330.00	10,220.00	5,110.00
Elsewhere	9,719.00 (see note 4)	142.00	6,479.33	3,239.67
SWEDEN (Sek) *				
Stockholm	2,110.00	1,055.00	703.00	351.50
SWITZERLAND (Sw Francs) *				
Zurich	348.00	174.00	116.00	58.00
Geneva	308.00	154.00	102.67	51.33
Elsewhere	(see note 2)			
USA (Dollars) *				
Boston	365.00	182.50	121.67	60.83
Chicago	251.00	125.50	83.67	41.83
New York	317.00	158.50	105.67	52.83
San Francisco	229.00	114.50	76.33	38.17
Washington DC	268.00	134.00	89.33	44.67

* Rates are available for other locations in these countries on request from Personnel Units

For Notes please see overleaf

NOTES

1. Conference Rate is applicable to all officers travelling to Brussels on overnight visits
2. Night Rate & Conference Rate = Vouched cost of accommodation plus 3 meals, plus £4 sterling.
10 hours rate = vouched cost of 2 meals. 5 hour rate = vouched cost of 1 meal.
3. Night Rate = Vouched cost of accommodation & breakfast, plus amount indicated.
4. Night Rate = Vouched cost of accommodation (room only), plus the allowance indicated.
5. Night Rate = Vouched cost of accommodation and breakfast to a limit of US\$110 plus allowance indicated.
6. Weekend = Friday, Saturday and Sunday
7. Night Rate = Vouched cost of accommodation and breakfast to a limit of 250DM (B&B limit) plus amount indicated.
8. Night Rate = Vouched cost of accommodation and breakfast to a limit of 180 DM (B&B limit) plus amount indicated.
9. Night Rate = Vouched cost of accommodation and breakfast to a limit of DM 264 DM (B&B limit), plus amount indicated.

APPENDIX II - EURO RATES

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 JANUARY 2000 (EURO)

*** 1 Euro = £0.787564

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	28.06
<u>Belgium (Euro)</u>				
Brussels	(see note 1)	98.34	65.57	32.80
Elsewhere	158.48	79.25	52.83	26.43
<u>Finland (Euro)</u>				
Helsinki				
weekday	194.09	97.04	64.70	32.35
weekend	177.27	(see note 6) 88.64	59.09	29.55
<u>France (Euro)</u>				
Paris	227.76	113.88	75.92	37.96
Strasbourg	139.95	69.97	46.65	23.32
Elsewhere	62.96	(see note 3) 94.44	62.96	31.48
<u>Germany (Euro)</u>				
Berlin	192.25	96.12	64.08	32.04
Bonn	50.11	(see note 7) 75.16	50.11	25.05
Dusseldorf	139.58	69.79	46.53	23.26
Frankfurt	256.67	128.33	85.55	42.78
Hamburg	205.03	102.51	68.34	34.17
Munich	205.03	102.51	68.34	34.17
Stuttgart	196.85	98.42	65.61	32.81
Elsewhere	52.15	(see note 3) 78.23	52.15	26.08
<u>Italy (Euro)</u>				
Bologna, Florence, Genoa, Milan	221.64	110.82	73.88	36.94
Turin & Venice				
Naples & Rome	197.16	98.58	65.72	32.86
<u>Luxembourg (Euro)</u>				
Luxembourg	240.98	120.49	80.33	40.16
<u>Netherlands (Euro)</u>				
Amsterdam	158.37	79.18	52.79	26.40
The Hague	170.62	85.31	56.87	28.44
Elsewhere	64.44	(see note 4) 64.44	42.96	21.48
<u>Portugal (Euro)</u>				
Lisbon	151.83	75.92	50.61	25.31
Oporto	151.36	75.68	50.45	25.23
Elsewhere	(see note 2)			
<u>Spain (Euro)</u>				
Barcelona	188.74	94.37	62.91	31.46
Madrid	184.27	92.14	61.42	30.71
Elsewhere	58.41	(see note 4) 58.41	38.94	19.47

*** To convert a euro amount to an Irish pound amount, multiply the euro amount by 0.787564.
Round the resulting Irish pound amount to two decimal places i.e. to pence. Round down where the third figure after the decimal point is 4 or lower; round up where it is 5 or higher.

NOTES

1. Conference Rate is applicable to all officers travelling to Brussels on overnight visits
2. Night Rate & Conference Rate = Vouched cost of accommodation plus 3 meals, plus £4 sterling
(10 Hour Rate = vouched cost of 2 meals: 5 Hour Rate = vouched cost of 1 meal)
3. Night Rate = Vouched cost of accommodation & breakfast, plus amount indicated
4. Night Rate = Vouched cost of accommodation (room only), plus the allowance indicated
5. Night Rate = Vouched cost of accommodation and breakfast to a limit of US\$110 plus allowance indicated
6. Weekend = Friday, Saturday and Sunday
7. Night Rate = Vouched cost of accommodation and breakfast to a limit of 127.82 euro (B&B limit) plus amount indicated
8. Night Rate = Vouched cost of accommodation and breakfast to a limit of 92.03 euro (B&B limit) plus amount indicated
9. Night Rate = Vouched cost of accommodation and breakfast to a limit of 134.98 euro (B&B limit) plus amount indicated