



An Roinn Airgeadais  
Department of Finance

Ref: E105/8/75

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13 April 2000

**Circular 15/2000 : 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 2/2000. 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 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 8 May 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.

<b>SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 MAY 2000</b>
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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
<b>BRITAIN (£ STERLING)</b>				
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
<b>AUSTRIA (Schillings) *</b>				
Vienna	2,230.00	1,115.00	743.33	371.67
<b>BELGIUM (Belgian Francs)</b>				
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
<b>CANADA (Canadian \$) *</b>				
Montreal	257.00	128.50	85.67	42.83
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
<b>CZECH REPUBLIC (Korunas) *</b>				
Prague	2,229.00	(see note 3) 3,343.50	2,229.00	1,114.50
<b>DENMARK (Kroner)</b>				
Copenhagen	1,439.00	719.50	479.67	239.83
Elsewhere	754.00	(see note 4) 754.00	502.67	251.33
<b>FINLAND (Markka)*</b>				
Helsinki				
Weekday	1,154.00	577.00	384.67	192.33
Weekend	1,054.00	(see note 6) 527.00	351.33	175.67
<b>FRANCE (Francs) *</b>				
Paris	1,494.00	747.00	498.00	249.00
Strasbourg	918.00	459.00	306.00	153.00
Elsewhere	392.00	(see note 3) 588.00	392.00	196.00
<b>GERMANY (Deutschmarks)</b>				
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	392.00	196.00	130.67	65.33
Munich	421.00	210.50	140.33	70.17
Stuttgart	385.00	192.50	128.33	64.17
Elsewhere	98.00	(see note 3) 147.00	98.00	49.00

COUNTRY (Currency)		Night Rate (24 hours)	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
<b>GREECE (Drachma) *</b>					
Athens		60,589.00	30,294.50	20,196.33	10,098.17
<b>HUNGARY (Forints) *</b>					
Budapest		11,214.00	(see note 3) 16,821.00	11,214.00	5,607.00
<b>ICELAND (Krona)</b>					
Reykjavik		22,027.00	11,013.50	7,342.33	3,671.17
<b>ITALY (Lira) *</b>					
Bologna, Florence, Genoa, Milan		429,150.00	214,575.00	143,050.00	71,525.00
Turin & Venice					
Naples & Rome		375,384.00	187,692.00	125,128.00	62,564.00
<b>JAPAN (Yen) *</b>					
Tokyo		29,074.00	14,537.00	9,691.33	4,845.67
Elsewhere		24,186.00	12,093.00	8,062.00	4,031.00
<b>LUXEMBOURG (Lux Francs) *</b>					
Luxembourg		9,721.00	4,860.50	3,240.33	1,620.17
<b>NETHERLANDS (Guilders)</b>					
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
<b>NORWAY (Kroner) *</b>					
Oslo	Weekday	1,986.00	993.00	662.00	331.00
	Weekend	1,616.00	(see note 3) 808.00	538.67	269.33
<b>POLAND (Zlotys) *</b>					
Warsaw		209.00	(see note 5) 313.50	209.00	104.50
<b>PORTUGAL (Escudos)</b>					
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)			
<b>SPAIN (Pesetas) *</b>					
Barcelona		31,403.00	15,701.50	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) 9,719.00	6,479.33	3,239.67
<b>SWEDEN (Sek) *</b>					
Stockholm		2,110.00	1,055.00	703.33	351.67
<b>SWITZERLAND (Sw Francs) *</b>					
Geneva		308.00	154.00	102.67	51.33
Zurich		348.00	174.00	116.00	58.00
Elsewhere		(see note 2)			
<b>USA (Dollars) *</b>					
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 MAY 2000 (EURO)

\*\*\* 1 Euro = £0.787564

COUNTRY (Currency)	Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
<b>Austria (Euro)</b>				
Vienna	162.06	81.03	54.02	27.01
<b>Belgium (Euro)</b>				
Brussels	(see note 1)	98.34	65.57	32.80
Elsewhere	158.48	79.25	52.83	26.43
<b>Finland (Euro)</b>				
Helsinki				
weekday	194.09	97.04	64.70	32.35
weekend	177.27	(see note 6) 88.64	59.09	29.55
<b>France (Euro)</b>				
Paris	227.76	113.88	75.92	37.96
Strasbourg	139.95	69.97	46.65	23.32
Elsewhere	59.76	(see note 3) 89.64	59.76	29.88
<b>Germany (Euro)</b>				
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	200.43	100.21	66.81	33.40
Munich	215.25	107.63	71.75	35.88
Stuttgart	196.85	98.42	65.61	32.81
Elsewhere	50.11	(see note 3) 75.16	50.11	25.05
<b>Italy (Euro)</b>				
Bologna, Florence, Genoa, Milan	221.64	110.82	73.88	36.94
Turin & Venice				
Naples & Rome	193.87	96.93	64.62	32.31
<b>Luxembourg (Euro)</b>				
Luxembourg	240.98	120.49	80.33	40.16
<b>Netherlands (Euro)</b>				
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
<b>Portugal (Euro)</b>				
Lisbon	151.83	75.92	50.61	25.31
Oporto	151.36	75.68	50.45	25.23
Elsewhere	(see note 2)			
<b>Spain (Euro)</b>				
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 Nights = 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