



An Roinn Airgeadais
Department of Finance

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Circular 9/2002 : 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 41/2001. These rates have been reviewed and where appropriate revised, as indicated in the Appendix to this Circular. The revised rates are effective from 1 January 2002. 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 20 January 2002.
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. This Circular should be inserted into section 115 of the Personnel Code.
4. Any telephone enquiries about this Circular from Departments, should be made to 6045426 or 6045448.. 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

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 JANUARY 2002
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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	[see note 10]	49.41	32.94	16.47
Northern Ireland	88.90	44.45	29.63	14.82
Elsewhere	85.85	42.93	28.62	14.31
Officers eligible for Class B home rates:				
London	[see note 10]	34.90	22.83	11.63
Northern Ireland	79.88	39.94	26.63	13.31
Elsewhere	63.15	31.58	21.05	10.53
All other Officers				
London	[see note 10]	30.65	20.43	10.22
Northern Ireland	66.81	33.41	22.27	11.14
Elsewhere	48.85	24.43	16.28	8.14
AUSTRIA (euro) *				
Vienna	174.27	87.14	58.09	29.05
BELGIUM (euro)				
Brussels	(see note 1)	106.15	70.77	35.38
Elsewhere	171.12	85.56	57.04	28.52
CANADA (Canadian \$) *				
Montreal	299.00	149.50	99.67	49.83
Ottawa	334.00	167.00	111.33	55.67
Toronto	354.00	177.00	118.00	59.00
Elsewhere	105.00	(see note 4) 105.00	70.00	35.00
CZECH REPUBLIC (Korunas) *				
Prague	2,229.00	(see note 3) 3,343.50	2,229.00	1,114.50
DENMARK (Krone)				
Copenhagen	1,407.00	703.50	469.00	234.50
Elsewhere	662.00	(see note 4) 662.00	441.33	220.67
FINLAND (euro)*				
Helsinki	212.25	106.13	70.75	35.38
FRANCE (euro) *				
Paris	227.76	113.88	75.92	37.96
Strasbourg	259.32	129.66	86.44	43.22
Elsewhere	62.50	(see note 3) 93.75	62.50	31.25
GERMANY (euro)				
Berlin	192.25	96.13	64.08	32.04
Bonn	50.11	(see note 7) 75.17	50.11	25.06
Dusseldorf	144.18	72.09	48.06	24.03
Frankfurt	256.67	128.34	85.56	42.78
Hamburg	200.43	100.22	66.81	33.41
Munich	215.77	107.89	71.92	35.96
Stuttgart	198.38	99.19	66.13	33.06
Elsewhere	51.13	(see note 3) 76.70	51.13	25.57

COUNTRY (Currency)	Night Rate (24 hours)	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
GREECE (euro) *				
Athens	170.16	85.08	56.72	28.36
HUNGARY (Forints) *				
Budapest	12,168.00	(see note 9) 18,252.00	12,168.00	6,084.00
ICELAND (Krona)				
Reykjavik	25,590.00	12,795.00	8,530.00	4,265.00
ITALY (euro) *				
Bologna, Florence, Genoa, Milan Turin & Venice	221.64	110.82	73.88	36.94
Naples & Rome	215.05	107.53	71.68	35.84
JAPAN (Yen) *				
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
LUXEMBOURG (euro) *				
Luxembourg	240.98	120.49	80.33	40.16
NETHERLANDS (euro)				
Amsterdam	220.99	110.50	73.66	36.83
The Hague	188.77	94.39	62.92	31.46
Elsewhere	64.44	(see note 4) 64.44	42.96	21.48
NORWAY (Kroner) *				
Oslo	Weekday 2,176.00 Weekend 1,776.00	1,088.00 (see note 6) 888.00	725.33 592.00	362.67 296.00
POLAND (Zlotys) *				
Warsaw	233.00	(see note 5) 349.50	233.00	116.50
PORTUGAL (euro)				
Lisbon	134.73	67.37	44.91	22.46
Oporto	158.86	79.43	52.95	26.48
Elsewhere	(see note 2)			
SPAIN (euro) *				
Barcelona	247.19	123.60	82.40	41.20
Madrid	252.05	126.03	84.02	42.01
Elsewhere	73.67	(see note 4) 73.67	49.11	24.56
SWEDEN (Sek) *				
Stockholm	2,423.00	1,211.50	807.67	403.83
SWITZERLAND (Sw Francs) *				
Geneva	340.00	170.00	113.33	56.67
Zurich	348.00	174.00	116.00	58.00
Elsewhere	(see note 2)			
USA (Dollars) *				
Boston	357.00	178.50	119.00	59.50
Chicago	280.00	140.00	93.33	46.67
New York	334.00	167.00	111.33	55.67
San Francisco	312.00	156.00	104.00	52.00
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\$120 plus allowance indicated.
6. Weekend = Friday, Saturday and Sunday
7. Night Rate = Vouched cost of accommodation and breakfast to a limit of €127 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.
10. Vouched cost of accommodation plus conference rate is applicable to all officers travelling to London on overnight visits.

FOR REFERENCE

Appendix to Circular 9/2002

APPENDIX II - EURO-ZONE COUNTRIES -OLD CURRENCY EQUIVALENTS**SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 JANUARY 2002**

COUNTRY (Currency)	Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
AUSTRIA (Schilling)				
Vienna	2,398.00	1,199.00	799.33	399.67
BELGIUM (Bfranc)				
Brussels	(see note 1)	4,282.00	2,854.67	1,427.33
Elsewhere	6,903.00	3,451.50	2,301.00	1,150.50
FINLAND (Markka)				
Helsinki	1,262.00	631.00	420.67	210.33
FRANCE (Franc)				
Paris	1,494.00	747.00	498.00	249.00
Strasbourg	1,701.00	850.50	567.00	283.50
Elsewhere	410.00	(see note 3) 615.00	410.00	205.00
GERMANY (Deutschmark)				
Berlin	376.00	188.00	125.33	62.67
Bonn	98.00	(see note 7) 147.00	98.00	49.00
Dusseldorf	282.00	141.00	94.00	47.00
Frankfurt	502.00	251.00	167.33	83.67
Hamburg	392.00	196.00	130.67	65.33
Munich	422.00	211.00	140.67	70.33
Stuttgart	388.00	194.00	129.33	64.67
Elsewhere	100.00	(see note 3) 150.00	100.00	50.00
GREECE (Drachma)				
Athens	57,981.00	28,990.50	19,327.00	9,663.50
ITALY (Lira)				
Bologna, Florence, Genoa, Milan	429,150.00	214,575.00	143,050.00	71,525.00
Turin & Venice				
Naples & Rome	416,400.00	208,200.00	138,800.00	69,400.00
LUXEMBOURG (Lux Franc)				
Luxembourg	9,721.00	4,860.50	3,240.33	1,620.17
NETHERLANDS (Guilder)				
Amsterdam	487.00	243.50	162.33	81.17
The Hague	416.00	208.00	138.67	69.33
Elsewhere	142.00	(see note 4) 142.00	94.67	47.33
PORTUGAL (Escudo)				
Lisbon	27,010.00	13,505.00	9,003.33	4,501.67
Oporto	31,848.00	15,924.00	10,616.00	5,308.00
Elsewhere	(see note 2)			
SPAIN (Peseta)				
Barcelona	41,129.00	20,564.50	13,709.67	6,854.83
Madrid	41,937.00	20,968.50	13,979.00	6,989.50
Elsewhere	12,258.00	(see note 4) 12,258.00	8,172.00	4,086.00

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\$120 plus allowance indicated
6. Weekend Nights = 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 180DM (B&B limit) plus amount indicated
9. Night Rate = Vouched cost of accommodation and breakfast to a limit of 240DM (B&B limit) plus amount indicated