

An Roinn Airgeadais Department of Finance

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1st September, 2007

Circular 30/2007: Subsistence Allowances Abroad

A Dhuine Uasail

- I am directed by the Minister for Finance to refer to the rates of subsistence 1. allowance payable to civil servants in respect of absences abroad on official business, as set out in the Appendix to Circular 30/07. These rates have been reviewed and where appropriate revised, as indicated in the Appendix to this Circular. The revised rates are effective from 1st September, 2007. 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 be deemed to take effect from 30th September, 2007.
- 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.
- Any enquiries about this Circular from Departments should be made by e-mail to travel.policy@finance.gov.ie. Personal enquiries from individual officers and enquiries 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

Ciaran Connolly Assistant Secretary

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1st September 2007

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.

The following rates are those appropriate to officers eligible for the class A rate of subsistence when travelling abroad on official duty. The appropriate amount for other officers is 90% of the relevant listed rate.

AUSTRIA (curo)* Figure Care, Institute, Klagenfurt, 173,00 86.50 57.67 28.83 18.25 1	COUNTRY (Currency)		Night Rate	Conference	Day Rate	Day Rate
Brogenic, Graz. Insibruck, Klägenfurt, Linc, Salstburg, Venna			-			- 1
Brogenic, Graz. Insibruck, Klägenfurt, Linc, Salstburg, Venna	AUSTRIA (euro) *					
	• •		173.00	86.50	57.67	28.83
Bussels				55.55	<i>57.57</i>	20.00
CANADA (Canadian S) *	BELGIUM (euro)					
Montreal - Nov to Apr	Brussels ^		See notes below	116.50	77.67	38.83
Montreal Nov to Apr	Elsewhere	B&B plus	55.00	82.50	55.00	27.50
May to Oct 369.00 184.50 123.00 61.50	•					
Name						
- Mar - Ápr, July - Áug, Nov - Dec	- May to Oct		369.00	184.50	123.00	61.50
- May - Jun, Sep - Oct 377.00 188.50 125.67 62.83 120 147.00 38.00 49.00 147.00 38.00 49.00 160.50 107.00 53.50 120.00 160.50 107.00 53.50 120.00 160.50 107.00 53.50 120.00 160.50 107.00 53.50 120.00 160.50 107.00 53.50 120.00 160.50 107.00 53.50 120.00						
Part						
FRANCE (euro)* FRANCE (euro)*						
CHINA (Renminbi)* Beijing/Peking						
Beijing/Peking 1,994.00 997.00 664.67 332.33 CROATIA (Kuna)* Zagreb 1,241.00 620.50 413.67 206.83 CZECH REPUBLIC (Korunas)* Prague 5,805.00 2902.50 1935.00 967.50 DENMARK (Krone) 5,805.00 859.00 639.33 319.67 Elsewhere Room plus 819.00 819.00 546.00 273.00 FINLAND (euro)* Helsinki 218.00 109.00 72.67 36.33 FRANCE (euro)* Prais 229.00 146.00 97.33 48.67 Strasbourg Room plus 77.00 87.00 58.00 29.00 Elsewhere Room plus 77.00 87.00 58.00 29.00 Elsewhere 200.00 100.00 66.67 33.33 Dusseldorf 200.00 81.00 54.00 27.00 Frankfurt Use elsewhere rate Hamburg 100.00 66.67 33.31 Munich 210.00 105.00 70.00 35.00 Stewhere	- from May to October		321.00	160.50	107.00	53.50
CROATIA (Kuna)* Zagreb						
Zagreb 1,241.00 620.50 413.67 206.83 CZECH REPUBLIC (Korunas)* Prague 5,805.00 292.00 1,918.00 959.00 639.33 319.67 Elsewhere Room plus 1,918.00 959.00 639.33 319.67 FINLAND (euro)* ***********************************	Beijing/Peking		1,994.00	997.00	664.67	332.33
CZECH REPUBLIC (Korunas) * Prague	• •		40			06
Prague 5,805.00 2902.50 1935.00 967.50 DENMARK (Krone)	Zagreb		1,241.00	620.50	413.67	206.83
DENMARK (Krone) Copenhagen Elsewhere Room plus Room plus Resident Room plus			E 005 00	0000 50	400=00	007.50
1,918.00 959.00 639.33 319.67 Elsewhere Room plus 819.00 819.00 546.00 273.00 27	rrague		5,805.00	2902.50	1935.00	967.50
FINLAND (euro)* Helsinki 218.00 109.00 72.67 36.33 FRANCE (euro) * 292.00 146.00 97.33 48.67 Paris 292.00 174.00 87.00 58.00 299.00 Elsewhere Room plus 77.00 77.00 51.33 25.67 Berlin 200.00 100.00 66.67 33.33 Dusseldorf 162.00 81.00 54.00 27.00 Frankfurt 162.00 81.00 34.00 35.00 Stuttgart 162.00 34.00 35.00 Stuttgart 162.00 34.00 34.00 35.00 Stuttgart 162.00 36.00 36.00 Stuttgart 162.00 36.00 36.00 Stuttgart 162.00 36.00 36.00 Stuttgart 162.00 36.00 36.00 Stuttgart 162.00 Stuttgart 162.00			4.015.50	0.00		0.5 ==
FINLAND (euro)* Helsinki 218.00 109.00 72.67 36.33 FRANCE (euro) * Paris 292.00 146.00 97.33 48.67 Strasbourg 174.00 87.00 58.00 29.00 Elsewhere Room plus 77.00 77.00 51.33 25.67 GERMANY (euro) Berlin 200.00 100.00 66.67 33.33 Dusseldorf 162.00 81.00 54.00 27.00 Frankfurt use elsewhere rate Hamburg Use elsewhere rate Hamburg Use elsewhere rate Elsewhere B&B plus 34.00 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) London Northern Ireland 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96		D				
### Helsinki 218.00 109.00 72.67 36.33 FRANCE (euro)*	EISEWITER	Hoom plus	819.00	819.00	546.00	2/3.00
FRANCE (euro) * Paris Paris Strasbourg FRANCE (euro) * Paris	· · · · · · · · · · · · · · · · · · ·		010.00	100.00	70.07	00.00
Paris 292.00 146.00 97.33 48.67 Strasbourg 174.00 87.00 58.00 29.00 Elsewhere Room plus 77.00 77.00 51.33 25.67 GERMANY (euro) Berlin 200.00 100.00 66.67 33.33 Dusseldorf 162.00 81.00 54.00 27.00 Frankfurt use elsewhere rate 40.00 105.00 70.00 35.00 Munich 210.00 105.00 70.00 35.00 Stuttgart use elsewhere rate Elsewhere 88.B plus 34.00 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) London 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96	пеізінкі		218.00	109.00	/2.6/	36.33
Strasbourg 174,00 87.00 58.00 29.00 Elsewhere Room plus 77.00 77.00 51.33 25.67 GERMANY (euro) Berlin 200.00 100.00 66.67 33.33 Dusseldorf 162.00 81.00 54.00 27.00 Frankfurt use elsewhere rate 40.00 105.00 70.00 35.00 Munich 210.00 105.00 70.00 35.00 Stuttgart use elsewhere rate 210.00 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) 34.00 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96			202.00	146.00	07.00	40.07
Room plus 77.00 77.00 51.33 25.67						
GERMANY (euro) Berlin 200.00 100.00 66.67 33.33 Dusseldorf 162.00 81.00 54.00 27.00 Frankfurt use elsewhere rate 44.00 105.00 70.00 35.00 Munich 210.00 105.00 70.00 35.00 Stuttgart 159.76 100.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) London 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96	-	Room plus				
Berlin 200.00 100.00 66.67 33.33 Dusseldorf 162.00 81.00 54.00 27.00 Frankfurt use elsewhere rate Hamburg use elsewhere rate Hundrich 210.00 105.00 70.00 35.00 Stuttgart use elsewhere rate Elsewhere 888 plus 34.00 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) London 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96		Hoolii pida	77.00	77.00	31.33	20.07
Dusseldorf 162.00 81.00 54.00 27.00 Frankfurt use elsewhere rate Use elsewhere rate Use elsewhere rate 105.00 70.00 35.00 Munich 210.00 105.00 70.00 35.00 Stuttgart Elsewhere B&B plus 34.00 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) London 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96	• •		000.00	100.00	66.67	00.00
Frankfurt use elsewhere rate						
Hamburg use elsewhere rate Munich 210.00 105.00 70.00 35.00 Stuttgart use elsewhere rate Elsewhere B&B plus 34.00 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (Σ Sterling) London 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96		uso ologich and est-	162.00	81.00	54.00	27.00
Munich 210.00 105.00 70.00 35.00 Stuttgart use elsewhere rate Elsewhere 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) London 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96						
Stuttgart use elsewhere rate Elsewhere B&B plus 34.00 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) London 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96		ase elsewhere rate	210.00	105.00	70.00	35.00
Elsewhere B&B plus 34.00 51.00 34.00 17.00 GREAT BRITAIN & NTH IRELAND (£ Sterling) London 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96		use elsewhere rate	2.0.00	.00.00	, 5.00	25.00
London 159.76 79.88 53.25 26.63 Northern Ireland 113.77 56.89 37.92 18.96	=		34.00	51.00	34.00	17.00
Northern Ireland 113.77 56.89 37.92 18.96	GREAT BRITAIN & NTH IRELAND (£ Sterlin	ng)				
	London		159.76	79.88	53.25	26.63
Elsewhere 112.00 56.00 37.33 18.67			113.77	56.89	37.92	18.96
	Elsewhere		112.00	56.00	37.33	18.67

COUNTRY (Currency)		Night Rate (24 hours)	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
GREECE (euro) * Athens		188.00	94.00	62.67	31.33
HUNGARY (Forints & euro) * Budapest	B&B (€125.00) plus forints	14,909.00	22,363.50	14,909.00	7,454.50
ITALY (euro) * Bologna, Florence, Genoa, Milan, Turin & Venice Naples & Rome		291.00 227.00	145.50 113.50	97.00 75.67	48.50 37.83
JAPAN (Yen) * Tokyo Elsewhere	B&B plus	29,055.00 10,024.00	14,527.50 15,036.00	9,685.00 10,024.00	4,842.50 5,012.00
LUXEMBOURG (euro) * Luxembourg		285.00	142.50	95.00	47.50
NETHERLANDS (euro) Amsterdam The Hague Elsewhere	Room plus	202.00 245.00 82.00	101.00 122.50 82.00	67.33 81.67 54.67	33.67 40.83 27.33
NORWAY (Kroner) * Oslo		1,705.00	852.50	568.33	284.17
POLAND (Zlotys & euro) Everywhere (including Warwaw)	B&B (€100) + zlotys	347.00	520.50	347.00	173.50
PORTUGAL (euro) * Lisbon Oporto Elsewhere #	Actuals + €10	216.00 201.00	108.00 100.50	72.00 67.00	36.00 33.50
ROMANIA (Ron & Dollars)* Bucharest	B&B (€134) + Ron	191	286.50	191	95.50
SLOVAKIA (Korunas) Bratislava Elsewhere #	Room of €145 euro + koruna Actuals + €10	1,773.00	1773.00	1182.00	591.00
SLOVENIA (euro) Ljubljana 16 Dec - 28 Feb & 14 July - 31 Aug from 01 March - 13 July & 01 Sept - 15 Dec Elsewhere #	B&B (€110) B&B (€132) Actuals + €10	49.73 49.73	74.60 74.60	49.73 49.73	24.87 24.87
SPAIN (euro) * Barcelona Madrid Elsewhere	Room plus	246.00 241.00 79.00	123.00 120.50 79.00	82.00 80.33 52.67	41.00 40.17 26.33
SWEDEN (Sek) Stockholm Elsewhere #	Actuals + €10	2,710.00	1,355.00	903.33	451.67
SWITZERLAND (Sw Francs) * Geneva Elsewhere #	Actuals + €10	354.00	177.00	118.00	59.00
USA (Dollars) * Boston Chicago New York San Francisco Washington		407.00 346.00 285.00 308.00 355.00	203.50 173.00 142.50 154.00 177.50	135.67 115.33 95.00 102.67 118.33	67.83 57.67 47.50 51.33 59.17

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

[#] Actuals = Vouched cost of accommodation & three meals plus \in 10 for incidental expenses.

[^] Brussels : Vouched cost of room plus the conference rate is applicable to all officers travelling to Brussels on overnight visits