



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Office of the National Director of Human Resources
Health Service Executive
Dr. Steevens' Hospital
Dublin 8

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HSE HR Circular 009/2009

25th March, 2009.

**Each Member of Management Team, HSE;
Each Hospital Network Manager, NHO, HSE;
Each Assistant National Director, PCCC, HSE;
Each Assistant National Director, Human Resources, HSE;
Each Local Health Manager, PCCC, HSE.**

Re: Subsistence Allowances Abroad

Dear Colleague,

The rates of subsistence allowance abroad have been reviewed. The revised rates with effect from 1st May 2007, 1st September 2007, 1st January 2008, 1st May 2008 and 1st September 2008 are set out in the attached appendices (1-5).

Payment of the rates authorised in this circular will be subject to the relevant regulations and any other instructions in force from time to time.

Line Managers should continue to ensure that only essential travel is undertaken and that the number of staff on any official journey is kept to a minimum.

Please arrange for these revisions to be brought to the attention of all appropriate personnel including Voluntary Agencies within your area.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Seán McGrath', written over a horizontal line.

**Seán McGrath,
National Director of Human Resources**

Appendix 1

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 May 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.

COUNTRY (Currency)	Night Rate 24 hrs	Conference Rate	Day Rate over 10 hrs	Day Rate over 5 hrs
AUSTRIA (euro) *				
Bregenz, Graz, Innsbruck, Klagenfurt, Linz, Salzburg, Vienna	169.00	84.50	56.33	28.17
BELGIUM (euro)				
Brussels ^	See notes below	116.50	77.67	38.83
Elsewhere	B&B plus 55.00	82.50	55.00	27.50
CANADA (Canadian \$) *				
Montreal - Nov to Apr	304.00	152.00	101.33	50.67
- May to Aug	320.00	160.00	106.67	53.33
- Sept & Oct	347.00	173.50	115.67	57.83
Ottawa - January - February	365.00	182.50	121.67	60.83
- Mar - Apr, July - Aug, Nov - Dec	320.00	160.00	106.67	53.33
- May - Jun, Sep - Oct	377.00	188.50	125.67	62.83
Toronto - from November to April	285.00	142.50	95.00	47.50
- from May to October	317.00	158.50	105.67	52.83
CHINA (Renminbi)*				
Beijing/Peking	1,994.00	997.00	664.67	332.33
CROATIA (Kuna)*				
Zagreb	1,323.00	661.50	441.00	220.50
CZECH REPUBLIC (Korunas) *				
Prague	5,805.00	2902.50	1935.00	967.50
DENMARK (Krone)				
Copenhagen	1,918.00	959.00	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

COUNTRY (Currency)		Night Rate 24 hrs	Conference Rate	Day Rate over 10 hrs	Day Rate over 5 hrs
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		219.00	109.50	73.00	36.50
Hamburg		200.00	100.00	66.67	33.33
Munich		210.00	105.00	70.00	35.00
Stuttgart		193.00	96.50	64.33	32.17
Elsewhere	B&B plus	60.00	90.00	60.00	30.00
GREAT BRITAIN & NTH IRELAND (£ Sterling)					
London		139.76	69.88	46.59	23.29
Northern Ireland		110.62	55.31	36.87	18.44
Elsewhere		96.84	48.42	32.28	16.14
GREECE (euro) *					
Athens		259.00	129.50	86.33	43.17
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		284.00	142.00	94.67	47.33
Naples & Rome		183.00	91.50	61.00	30.50
JAPAN (Yen) *					
Tokyo		29,055.00	14,527.50	9,685.00	4,842.50
Elsewhere	B&B plus	10,024.00	15,036.00	10,024.00	5,012.00
LUXEMBOURG (euro) *					
Luxembourg		285.00	142.50	95.00	47.50
NETHERLANDS (euro)					
Amsterdam		222.00	111.00	74.00	37.00
The Hague		240.00	120.00	80.00	40.00
Elsewhere	Room plus	82.00	82.00	54.67	27.33
NORWAY (Kroner) *					
Oslo		1,705.00	852.50	568.33	284.17

COUNTRY (Currency)		Night Rate 24 hrs	Conference Rate	Day Rate over 10 hrs	Day Rate over 5 hrs
POLAND (Zlotys & euro) *					
Warsaw	B&B (€93) + zlotys	241.00	361.50	241.00	120.50
PORTUGAL (euro) *					
Lisbon		216.00	108.00	72.00	36.00
Oporto		223.00	111.50	74.33	37.17
Elsewhere #	Actuals + £4 sterling				
ROMANIA (Ron & Dollars)*					
Bucharest	B&B (€134) + Ron	191	286.50	191	95.50
SLOVAKIA (Korunas)*					
Bratislava	Room of €145 euro + koruna	1,773.00	1773.00	1182.00	591.00
SLOVENIA (euro & Slovenian Tolars)*					
Ljubljana 16 Dec - 28 Feb & 14 July - 31 Aug	B&B (€110) + Tolars	11,918.00	17,877.00	11,918.00	5,959.00
from 01 March - 13 July & 01 Sept - 15 Dec	B&B (€132) + Tolars	11,918.00	17,877.00	11,918.00	5,959.00
SPAIN (euro) *					
Barcelona		247.00	123.50	82.33	41.17
Madrid		237.00	118.50	79.00	39.50
Elsewhere	Room plus	75.00	75.00	50.00	25.00
SWEDEN (Sek) *					
Stockholm		2,710.00	1,355.00	903.33	451.67
SWITZERLAND (Sw Francs) *					
Geneva		354.00	177.00	118.00	59.00
Elsewhere #	Actuals + £4 sterling				
USA (Dollars) *					
Boston		407.00	203.50	135.67	67.83
Chicago		346.00	173.00	115.33	57.67
New York		285.00	142.50	95.00	47.50
San Francisco		308.00	154.00	102.67	51.33
Washington		355.00	177.50	118.33	59.17

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

Actuals = Vouched cost of accommodation plus three meals

Appendix 2

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 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.

COUNTRY (Currency)	Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
AUSTRIA (euro) *				
Bregenz, Graz, Innsbruck, Klagenfurt, Linz, Salzburg, Vienna	173.00	86.50	57.67	28.83
BELGIUM (euro)				
Brussels ^	See notes below	116.50	77.67	38.83
Elsewhere	B&B plus 55.00	82.50	55.00	27.50
CANADA (Canadian \$) *				
Montreal - Nov to Apr	324.00	162.00	108.00	54.00
- May to Oct	369.00	184.50	123.00	61.50
Ottawa - January - February	365.00	182.50	121.67	60.83
- Mar - Apr, July - Aug, Nov - Dec	320.00	160.00	106.67	53.33
- May - Jun, Sep - Oct	377.00	188.50	125.67	62.83
Toronto - from November to April	294.00	147.00	98.00	49.00
- from May to October	321.00	160.50	107.00	53.50
CHINA (Renminbi)*				
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)				
Copenhagen	1,918.00	959.00	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
Elsewhere	B&B plus 74.00	111.00	74.00	37.00

COUNTRY (Currency)		Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
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				
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 (£ Sterling)					
London		159.76	79.88	53.25	26.63
Northern Ireland		113.77	56.89	37.92	18.96
Elsewhere		112.00	56.00	37.33	18.67
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		291.00	145.50	97.00	48.50
Naples & Rome		227.00	113.50	75.67	37.83
JAPAN (Yen) *					
Tokyo		29,055.00	14,527.50	9,685.00	4,842.50
Elsewhere	B&B plus	10,024.00	15,036.00	10,024.00	5,012.00
LUXEMBOURG (euro) *					
Luxembourg		285.00	142.50	95.00	47.50
NETHERLANDS (euro)					
Amsterdam		202.00	101.00	67.33	33.67
The Hague		245.00	122.50	81.67	40.83
Elsewhere	Room plus	82.00	82.00	54.67	27.33
NORWAY (Kroner) *					
Oslo		1,705.00	852.50	568.33	284.17

COUNTRY (Currency)		Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
POLAND (Zlotys & euro)					
Everywhere (including Warwaw)	B&B (€100) + zlotys	347.00	520.50	347.00	173.50
PORTUGAL (euro) *					
Lisbon		216.00	108.00	72.00	36.00
Oporto		201.00	100.50	67.00	33.50
Elsewhere #	Actuals + €10				
ROMANIA (Ron & Dollars)*					
Bucharest	B&B (€134) + Ron	191	286.50	191	95.50
SLOVAKIA (Korunas)					
Bratislava	Room of €145 euro + koruna	1,773.00	1773.00	1182.00	591.00
Elsewhere #	Actuals + €10				
SLOVENIA (euro)					
Ljubljana 16 Dec - 28 Feb & 14 July - 31 Aug	B&B (€110)	49.73	74.60	49.73	24.87
from 01 March - 13 July & 01 Sept - 15 Dec	B&B (€132)	49.73	74.60	49.73	24.87
Elsewhere #	Actuals + €10				
SPAIN (euro) *					
Barcelona		246.00	123.00	82.00	41.00
Madrid		241.00	120.50	80.33	40.17
Elsewhere	Room plus	79.00	79.00	52.67	26.33
SWEDEN (Sek)					
Stockholm		2,710.00	1,355.00	903.33	451.67
Elsewhere #	Actuals + €10				
SWITZERLAND (Sw Francs) *					
Geneva		354.00	177.00	118.00	59.00
Elsewhere #	Actuals + €10				
USA (Dollars) *					
Boston		407.00	203.50	135.67	67.83
Chicago		346.00	173.00	115.33	57.67
New York		285.00	142.50	95.00	47.50
San Francisco		308.00	154.00	102.67	51.33
Washington		355.00	177.50	118.33	59.17

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

Actuals = Vouched cost of accommodation & three meals plus €10 for incidental expenses.

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

Appendix 3

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 January 2008

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.

COUNTRY (Currency)	Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
AUSTRIA (euro) *				
Bregenz, Graz, Innsbruck, Klagenfurt, Linz, Salzburg, Vienna	174.00	87.00	58.00	29.00
BELGIUM (euro)				
Brussels ^	See notes below	116.50	77.67	38.83
Elsewhere	B&B plus 55.00	82.50	55.00	27.50
CANADA (Canadian \$) *				
Montreal - Nov to Apr	324.00	162.00	108.00	54.00
- May to Oct	369.00	184.50	123.00	61.50
Ottawa - January - February	365.00	182.50	121.67	60.83
- Mar - Apr, July - Aug, Nov - Dec	320.00	160.00	106.67	53.33
- May - Jun, Sep - Oct	377.00	188.50	125.67	62.83
Toronto - from November to April	294.00	147.00	98.00	49.00
- from May to October	321.00	160.50	107.00	53.50
CHINA (Renminbi)*				
Beijing/Peking	2,339.00	1169.50	779.67	389.83
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)				
Copenhagen	1,918.00	959.00	639.33	319.67
Elsewhere	Room plus 819.00	819.00	546.00	273.00
FINLAND (euro)*				
Helsinki	207.00	103.50	69.00	34.50

COUNTRY (Currency)		Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
FRANCE (euro) *					
Paris		292.00	146.00	97.33	48.67
Strasbourg		174.00	87.00	58.00	29.00
Elsewhere	Room plus	81.00	81.00	54.00	27.00
GERMANY (euro)					
Berlin		221.00	110.50	73.67	36.83
Dusseldorf		162.00	81.00	54.00	27.00
Frankfurt	use elsewhere rate				
Hamburg	use elsewhere rate				
Munich		209.00	104.50	69.67	34.83
Stuttgart	use elsewhere rate				
Elsewhere	Actuals plus €10				
GREAT BRITAIN & NTH IRELAND (£ Sterling)					
London		159.76	79.88	53.25	26.63
Northern Ireland		113.77	56.89	37.92	18.96
Elsewhere		112.00	56.00	37.33	18.67
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		291.00	145.50	97.00	48.50
Naples & Rome		227.00	113.50	75.67	37.83
JAPAN (Yen) *					
Tokyo		29,055.00	14,527.50	9,685.00	4,842.50
Elsewhere	B&B plus	10,024.00	15,036.00	10,024.00	5,012.00
LUXEMBOURG (euro) *					
Luxembourg		285.00	142.50	95.00	47.50
NETHERLANDS (euro)					
Amsterdam		202.00	101.00	67.33	33.67
The Hague		245.00	122.50	81.67	40.83
Elsewhere	Room plus	82.00	82.00	54.67	27.33
NORWAY (Kroner) *					
Oslo		1,705.00	852.50	568.33	284.17

COUNTRY (Currency)		Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
POLAND (Zlotys & euro)					
Everywhere (including Warwaw)	B&B (€100) + zlotys	347.00	520.50	347.00	173.50
PORTUGAL (euro) *					
Lisbon		216.00	108.00	72.00	36.00
Oporto		201.00	100.50	67.00	33.50
Elsewhere #	Actuals + €10				
ROMANIA (Ron & Euro)*					
Bucharest	B&B (€134.40) + Ron	191	286.50	191	95.50
SLOVAKIA (Korunas)					
Bratislava	Room (€150.00) plus	1,770.00	1770.00	1180.00	590.00
Elsewhere #	Actuals + €10				
SLOVENIA (euro)					
Ljubljana 16 Dec - 28 Feb & 14 July - 31 Aug	B&B (€110)	49.73	74.60	49.73	24.87
from 01 March - 13 July & 01 Sept - 15 Dec	B&B (€132)	49.73	74.60	49.73	24.87
Elsewhere #	Actuals + €10				
SPAIN (euro) *					
Barcelona		246.00	123.00	82.00	41.00
Madrid		241.00	120.50	80.33	40.17
Elsewhere #	Room plus	79.00	79.00	52.67	26.33
SWEDEN (Sek)					
Stockholm		2,710.00	1,355.00	903.33	451.67
Elsewhere #	Actuals + €10				
SWITZERLAND (Sw Francs) *					
Geneva		354.00	177.00	118.00	59.00
Elsewhere #	Actuals + €10				
USA (Dollars) *					
Boston		407.00	203.50	135.67	67.83
Chicago		346.00	173.00	115.33	57.67
New York		285.00	142.50	95.00	47.50
San Francisco		308.00	154.00	102.67	51.33
Washington		355.00	177.50	118.33	59.17

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

Actuals = Vouched cost of accommodation & three meals plus €10 for incidental expenses.

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

Appendix 4

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 May 2008

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.

COUNTRY (Currency)	Night Rate	Conference	Day Rate	Day Rate
	24 hours	Rate	over 10 hours	over 5 hours
AUSTRIA (Euro)				
Bregenz, Graz, Innsbruck, Klagenfurt, Linz, Salzburg, Vienna	174.00	87.00	58.00	29.00
Elsewhere	Actuals plus €10			
BELGIUM (Euro)				
Brussels ^	See notes below	116.50	77.67	38.83
Elsewhere	188.00	94.00	62.67	31.33
CANADA (Canadian \$) *				
Montreal - Nov to Apr	324.00	162.00	108.00	54.00
- May to Oct	369.00	184.50	123.00	61.50
Ottawa - January - February	365.00	182.50	121.67	60.83
- Mar - Apr, July - Aug, Nov - Dec	318.00	159.00	106.00	53.00
- May - Jun, Sep - Oct	377.00	188.50	125.67	62.83
Toronto - from November to April	294.00	147.00	98.00	49.00
- from May to October	321.00	160.50	107.00	53.50
CHINA (Renminbi)*				
Beijing/Peking	2,339.00	1169.50	779.67	389.83
CROATIA (Kuna)*				
Zagreb	1,240.00	620.00	413.33	206.67
CYPRUS (Euro) *				
Nicosia	170.86	85.43	56.95	28.48
CZECH REPUBLIC (Korunas)				
Prague	5,805.00	2902.50	1935.00	967.50
Elsewhere	4,397.00	2198.50	1465.67	732.83
DENMARK (Krone)				
All Locations	1,918.00	959.00	639.33	319.67
FINLAND (Euro)				
All Locations	207.00	103.50	69.00	34.50

COUNTRY (Currency)	Night Rate	Conference	Day Rate	Day Rate	
	24 hours	Rate	over 10 hours	over 5 hours	
FRANCE (Euro) *					
Paris	292.00	146.00	97.33	48.67	
Strasbourg	174.00	87.00	58.00	29.00	
Elsewhere	210.00	105.00	70.00	35.00	
GERMANY (Euro)					
Berlin	221.00	110.50	73.67	36.83	
Dusseldorf	162.00	81.00	54.00	27.00	
Munich	209.00	104.50	69.67	34.83	
Elsewhere		Actuals plus €10			
GREAT BRITAIN & NTH IRELAND (£ Sterling)					
London	159.76	79.88	53.25	26.63	
Northern Ireland	113.77	56.89	37.92	18.96	
Elsewhere	112.00	56.00	37.33	18.67	
GREECE (Euro) *					
Athens	188.00	94.00	62.67	31.33	
HUNGARY (Forints & Euro) *					
Budapest	Room (€125.00) plus forints	16,082.00	16,082.00	10,721.33	5,360.67
ITALY (Euro)					
Bologna, Florence, Genoa, Milan, Turin & Venice	291.00	145.50	97.00	48.50	
Elsewhere incl. Naples & Rome	227.00	113.50	75.67	37.83	
JAPAN (Yen) *					
Tokyo	29,055.00	14,527.50	9,685.00	4,842.50	
Elsewhere	26,224.00	13,112.00	8,741.33	4,370.67	
LUXEMBOURG (Euro) *					
Luxembourg	285.00	142.50	95.00	47.50	
NETHERLANDS (Euro)					
Amsterdam	202.00	101.00	67.33	33.67	
The Hague	245.00	122.50	81.67	40.83	
Elsewhere	198.00	99.00	66.00	33.00	
NORWAY (Kroner) *					
Oslo	1,744.00	872.00	581.33	290.67	
POLAND (Zlotys & Euro)					
All Locations	Room (€100) + zlotys	347.00	347.00	231.33	115.67

COUNTRY (Currency)		Night Rate	Conference	Day Rate	Day Rate
		24 hours	Rate	over 10 hours	over 5 hours
PORTUGAL (Euro) *					
Lisbon		225.00	112.50	75.00	37.50
Oporto		206.00	103.00	68.67	34.33
Elsewhere #	Actuals + €10				
ROMANIA (Ron & Euro)					
Bucharest	Room (€135.00) + Ron	198.00	198.00	132.00	66.00
Elsewhere	Room (€102.00) + Ron	153.00	153.00	102.00	51.00
SLOVAKIA (Korunas) *					
Bratislava	Room (€150.00) plus	1,770.00	1770.00	1180.00	590.00
Elsewhere #	Actuals + €10				
SLOVENIA (Euro)					
Ljubljana Apr, May, Jun, Sep, Oct		224.00	112.00	74.67	37.33
Other Dates		180.00	90.00	60.00	30.00
Elsewhere #	Actuals + €10				
SPAIN (Euro)					
Barcelona		246.00	123.00	82.00	41.00
Madrid		241.00	120.50	80.33	40.17
Elsewhere		206.00	103.00	68.67	34.33
SWEDEN (Sek)					
Stockholm		2,710.00	1,355.00	903.33	451.67
Elsewhere #	Actuals + €10				
SWITZERLAND (Sw Francs)					
Geneva		354.00	177.00	118.00	59.00
Elsewhere #	Actuals + €10				
USA (Dollars) *					
Boston		318.00	159.00	106.00	53.00
Chicago		279.00	139.50	93.00	46.50
New York		285.00	142.50	95.00	47.50
San Francisco		308.00	154.00	102.67	51.33
Washington DC		241.00	120.50	80.33	40.17

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

Actuals = Vouched cost of accommodation & three meals plus €10 for incidental expenses.

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

Appendix 5

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 September 2008

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.

COUNTRY (Currency)		Night Rate	Conference	Day Rate	Day Rate
		24 hours	Rate	over 10 hours	over 5 hours
AUSTRIA (Euro)					
Bregenz, Graz, Innsbruck, Klagenfurt, Linz, Salzburg, Vienna		181.00	90.50	60.33	30.17
Elsewhere	Actuals plus €10				
BELGIUM (Euro)					
Brussels ^		See notes below	116.50	77.67	38.83
Elsewhere	B & B plus	55.00	82.50	55.00	27.50
CANADA (Canadian \$) *					
Montreal - Nov to Apr		324.00	162.00	108.00	54.00
- May to Oct		369.00	184.50	123.00	61.50
Ottawa - January - February		365.00	182.50	121.67	60.83
- Mar - Apr, July - Aug, Nov - Dec		320.00	160.00	106.67	53.33
- May - Jun, Sep - Oct		377.00	188.50	125.67	62.83
Toronto - from November to April		294.00	147.00	98.00	49.00
- from May to October		321.00	160.50	107.00	53.50
CHINA (Renminbi)*					
Beijing/Peking		2,397.00	1198.50	799.00	399.50
CROATIA (Kuna)*					
Zagreb		1,240.00	620.00	413.33	206.67
CYPRUS (Euro) *					
Nicosia		182.00	91.00	60.67	30.33
CZECH REPUBLIC (Korunas)					
Prague Jan - Mar, Nov - Dec	B & B €100.00 Plus	1,197.00	1795.50	1197.00	598.50
Prague Apr - Oct	B & B €130.00 Plus	1,197.00	1795.50	1197.00	598.50
Elsewhere	B & B plus	931.00	1396.50	931.00	465.50
DENMARK (Krone)					
Copenhagen		1,918.00	959.00	639.33	319.67
Elsewhere	Room plus	819.00	819.00	546.00	273.00

COUNTRY (Currency)		Night Rate	Conference	Day Rate	Day Rate
		24 hours	Rate	over 10 hours	over 5 hours
FINLAND (Euro)					
Helsinki		207.00	103.50	69.00	34.50
Elsewhere	B & B plus	74.00	111.00	74.00	37.00
FRANCE (Euro) *					
Paris		292.00	146.00	97.33	48.67
Strasbourg		174.00	87.00	58.00	29.00
Elsewhere	Room plus	90.00	90.00	60.00	30.00
GERMANY (Euro)					
Berlin		221.00	110.50	73.67	36.83
Dusseldorf		162.00	81.00	54.00	27.00
Munich		209.00	104.50	69.67	34.83
Elsewhere	Actuals plus €10				
GREAT BRITAIN & NTH IRELAND (£ Sterling)					
London		159.76	79.88	53.25	26.63
Northern Ireland		115.36	57.68	38.45	19.23
Elsewhere		112.00	56.00	37.33	18.67
GREECE (Euro) *					
Athens		196.00	98.00	65.33	32.67
HUNGARY (Forints & Euro) *					
Budapest	B & B €135.00 plus	16,082.00	24,123.00	16,082.00	8,041.00
ITALY (Euro)					
Bologna, Florence, Genoa, Milan, Turin & Venice		291.00	145.50	97.00	48.50
Naples & Rome		227.00	113.50	75.67	37.83
Elsewhere	B & B plus	72.00	108.00	72.00	36.00
JAPAN (Yen) *					
Tokyo		29,055.00	14,527.50	9,685.00	4,842.50
Elsewhere	B & B plus	10,024.00	15,036.00	10,024.00	5,012.00
LUXEMBOURG (Euro) *					
Luxembourg		285.00	142.50	95.00	47.50
NETHERLANDS (Euro)					
Amsterdam		202.00	101.00	67.33	33.67
The Hague		256.00	128.00	85.33	42.67
Elsewhere	Room plus	87.00	87.00	58.00	29.00
NORWAY (Kroner) *					
Oslo		1,744.00	872.00	581.33	290.67

COUNTRY (Currency)		Night Rate	Conference	Day Rate	Day Rate
		24 hours	Rate	over 10 hours	over 5 hours
POLAND (Zlotys & Euro)					
All Locations	Room (€105) + zlotys	343.00	343.00	228.67	114.33
PORTUGAL (Euro) *					
Lisbon		225.00	112.50	75.00	37.50
Oporto		206.00	103.00	68.67	34.33
Elsewhere #	Actuals + €10				
ROMANIA (Ron & Euro)					
Bucharest	Room (€135.00) + Ron	198.00	198.00	132.00	66.00
Elsewhere	B & B plus	153.00	229.50	153.00	76.50
SLOVAKIA (Korunas) *					
Bratislava	Room (€150.00) plus	1,672.00	1672.00	1114.67	557.33
Elsewhere #	Actuals + €10				
SLOVENIA (Euro)					
Ljubljana Apr, May, Jun, Sep, Oct		224.00	112.00	74.67	37.33
Other Dates		180.00	90.00	60.00	30.00
Elsewhere #	Actuals + €10				
SPAIN (Euro)					
Barcelona		254.00	127.00	84.67	42.33
Madrid		255.00	127.50	85.00	42.50
Elsewhere	Room plus	86.00	86.00	57.33	28.67
SWEDEN (Sek)					
Stockholm		2,710.00	1,355.00	903.33	451.67
Elsewhere #	Actuals + €10				
SWITZERLAND (Sw Francs)					
Geneva		354.00	177.00	118.00	59.00
Elsewhere #	Actuals + €10				
USA (Dollars) *					
Boston		318.00	159.00	106.00	53.00
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Actuals = Vouched cost of accommodation & three meals plus €10 for incidental expenses.

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