



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 5751 LoCall: 1890 66 10 10 VPN: 8109 http://www.irlgov.ie/finance
---	--	---

Ref: E105/8/75

30 January 2003

Circular 05/2003: Subsistence Allowances Abroad

A Dhuine Uasail

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 32/2002. 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 2003. 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 7 February 2003.
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 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 2003
--

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 & Nth Ireland, 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 & NTH IRELAND (£ Sterling)				
Officers eligible for Class A home rates:				
London	123.10	61.55	41.03	20.52
Northern Ireland	97.75	48.88	32.58	16.29
Elsewhere	85.85	42.93	28.62	14.31
Officers eligible for Class B home rates:				
London	110.79	55.40	36.93	18.47
Northern Ireland	87.83	43.92	29.28	14.64
Elsewhere	63.15	31.58	21.05	10.53
All other Officers				
London	92.33	46.17	30.78	15.39
Northern Ireland	73.46	36.73	24.49	12.24
Elsewhere	48.85	24.43	16.28	8.14
AUSTRIA (euro) *				
Vienna	159.00	79.50	53.00	26.50
BELGIUM (euro)				
Brussels	(see note 1)	116.00	77.33	38.67
Elsewhere	74.00	(see note 8) 111.00	74.00	37.00
CANADA (Canadian \$) *				
Montreal	299.00	149.50	99.67	49.83
Ottawa	356.00	178.00	118.67	59.33
Toronto from 01/05 - 31/12	354.00	177.00	118.00	59.00
01/01 - 30/04	343.00	171.50	114.33	57.17
Elsewhere	106.00	(see note 3) 106.00	70.67	35.33
CZECH REPUBLIC (Korunas) *				
Prague	1,776.00	(see note 4) 2,664.00	1,776.00	888.00
DENMARK (Krone)				
Copenhagen	1,564.00	782.00	521.33	260.67
Elsewhere	662.00	(see note 3) 662.00	441.33	220.67
FINLAND (euro)*				
Helsinki	248.00	124.00	82.67	41.33
FRANCE (euro) *				
Paris	258.00	129.00	86.00	43.00
Strasbourg	259.00	129.50	86.33	43.17
Elsewhere	64.00	(see note 8) 96.00	64.00	32.00
GERMANY (euro)				
Berlin	206.00	103.00	68.67	34.33
Bonn	178.00	89.00	59.33	29.67
Dusseldorf	145.00	72.50	48.33	24.17
Frankfurt	208.00	104.00	69.33	34.67
Hamburg	200.00	100.00	66.67	33.33
Munich	216.00	108.00	72.00	36.00
Stuttgart	193.00	96.50	64.33	32.17
Elsewhere	53.00	(see note 8) 79.50	53.00	26.50
GREECE (euro) *				
Athens	170.00	85.00	56.67	28.33
HUNGARY (Forints) *				
Budapest	12,168.00	(see note 7) 18,252.00	12,168.00	6,084.00
ICELAND (Krona)				
Reykjavik	26,760.00	13,380.00	8,920.00	4,460.00

COUNTRY (Currency)	Night Rate (24 hours)	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
ITALY (euro) *				
Bologna, Florence, Genoa, Milan	274.00	137.00	91.33	45.67
Turin & Venice				
Naples & Rome	207.00	103.50	69.00	34.50
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	268.00	134.00	89.33	44.67
NETHERLANDS (euro)				
Amsterdam	221.00	110.50	73.67	36.83
The Hague	206.00	103.00	68.67	34.33
Elsewhere	71.00	(see note 3) 71.00	47.33	23.67
NORWAY (Kroner) *				
Oslo				
	Weekday	2,176.00	1,088.00	725.33
	Weekend	1,776.00	(see note 6) 888.00	592.00
POLAND (Zlotys) *				
Warsaw	222.00	(see note 5) 333.00	222.00	111.00
PORTUGAL (euro)				
Lisbon	119.00	59.50	39.67	19.83
Oporto	159.00	79.50	53.00	26.50
Elsewhere	(see note 2)			
SPAIN (euro) *				
Barcelona	261.00	130.50	87.00	43.50
Madrid	252.00	126.00	84.00	42.00
Elsewhere	74.00	(see note 3) 74.00	49.33	24.67
SWEDEN (Sek) *				
Stockholm	2,423.00	1,211.50	807.67	403.83
SWITZERLAND (Sw Francs) *				
Geneva	345.00	172.50	115.00	57.50
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	367.00	183.50	122.33	61.17
San Francisco	312.00	156.00	104.00	52.00
Washington DC	239.00	119.50	79.67	39.83

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

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 hours rate = vouched cost of 1 meal.
3. Night Rate = Vouched cost of accommodation (room only), plus the allowance indicated.
4. Night Rate = Vouched cost of accommodation and breakfast to a limit of €135 euro plus allowance indicated.
5. Night Rate = Vouched cost of accommodation and breakfast to a limit of €120 euro plus allowance indicated.
6. Weekend = Friday, Saturday and Sunday
7. Night Rate = Vouched cost of accommodation and breakfast to a limit of €134.98 euro (B&B limit), plus amount indicated.
8. Night Rate = Vouched cost of accommodation and breakfast plus amount indicated.