Circular 15/2003: 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 05/2003. These rates have been reviewed and where appropriate revised, as indicated in the Appendix to this Circular. The revised rates are effective from 1 May 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 3 June 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 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

J. O'Connell
Assistant Secretary
# Appendix to Circular 15/2003

**SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 MAY 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 123.90
  - Northern Ireland 97.75
  - Elsewhere 85.85
- Officers eligible for Class B home rates:
  - London 111.51
  - Northern Ireland 87.63
  - Elsewhere 63.15
- All other Officers:
  - London 92.93
  - Northern Ireland 73.46
  - Elsewhere 48.85

**AUSTRIA (euro) * **
- Vienna 159.00

**BELGIUM (euro)**
- Brussels (see note 1) 113.00
- Elsewhere 65.00 (see note 8) 93.00 62.00 31.00

**CANADA (Canadian $) **
- Montreal from 01/05 - 31/10 319.00
- 01/11 - 30/04/04 273.00
- Ottawa 356.00
- Toronto from 01/05 - 31/12 354.00
- 01/01 - 30/04 343.00
- Elsewhere 111.00 (see note 3) 111.00 97.50 65.00 32.50

**CZECH REPUBLIC (Korunas & euro) **
- Prague 1,776.00 (see note 4) 2,664.00 1,776.00 888.00

**DENMARK (Krone)**
- Copenhagen 1,564.00
- Elsewhere 662.00 (see note 3) 662.00 441.33 220.67

**FINLAND (euro)*
- Helsinki 248.00
- Elsewhere 124.00 82.67 41.33

**FRANCE (euro) **
- Paris 258.00
- Strasbourg 259.00
- Elsewhere 65.00 (see note 8) 97.50 65.00 32.50

**GERMANY (euro)**
- Berlin 205.06
- Bonn 178.00
- Dusseldorf 145.00
- Frankfurt 208.00
- Hamburg 202.00
- Munich 216.00
- Stuttgart 193.00
- Elsewhere 54.00 (see note 8) 81.00 54.00 27.00

**GREECE (euro) **
- Athens 170.00
- Elsewhere 85.00

**HUNGARY (Forints & euro) **
- Budapest 11,645.00 (see note 7) 17,467.50 11,645.00 5,822.50

**ICELAND (Krona)**
- Reykjavik 30,559.00

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*Note 1: The rates for Brussels are only applicable to officers eligible for Class A home rates.*

*Note 2: The rates for Stockholm are only applicable to officers eligible for Class A home rates.*

*Note 3: The rates for all other countries in Western Europe are only applicable to officers eligible for Class A home rates.*

*Note 4: The rates for Prague are only applicable to officers eligible for Class A home rates.*

*Note 5: The rates for Berlin are only applicable to officers eligible for Class A home rates.*

*Note 6: The rates for Bonn are only applicable to officers eligible for Class A home rates.*

*Note 7: The rates for Budapest are only applicable to officers eligible for Class A home rates.*

*Note 8: The rates for all other countries in Western Europe are only applicable to officers eligible for Class A home rates.*

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Appendix to Circular 15/2003
<table>
<thead>
<tr>
<th>COUNTRY (Currency)</th>
<th>Night Rate (24 hours)</th>
<th>Conference Rate</th>
<th>Day Rate over 10 hours</th>
<th>Day Rate over 5 hours</th>
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<td>ITALY (euro) *</td>
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<tr>
<td>Bologna, Florence, Genoa, Milan</td>
<td>274.00</td>
<td>137.00</td>
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<td>Turin &amp; Venice</td>
<td>207.00</td>
<td>103.00</td>
<td>69.00</td>
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<tr>
<td>Naples &amp; Rome</td>
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<td>103.00</td>
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<td>34.50</td>
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<td>688.00</td>
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<td>POLAND (Zlotys) *</td>
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<td>39.83</td>
</tr>
</tbody>
</table>

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

NOTES

1. Vouched cost of accommodation plus 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.
3. 10 hours rate = vouched cost of 2 meals. 5 hours rate = vouched cost of 1 meal.
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 €110 euro plus allowance indicated.
6. Weekend = Friday, Saturday and Sunday
7. Night Rate = Vouched cost of accommodation and breakfast to a limit of €105 euro (B&B limit), plus amount indicated.
8. Night Rate = Vouched cost of accommodation and breakfast plus amount indicated.