



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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

HSE HR Circular 023/2009

30th July, 2009.

**To: Each Member of Management Team, HSE;
Each Assistant National Director, PCCC, HSE;
Each Assistant National Director, NHO, HSE;
Each Assistant National Director, Finance, HSE
Each Assistant National Director, HR, HSE;**

Re: Subsistence Allowance Abroad

The standard rates of subsistence allowance abroad have been reviewed for employees travelling abroad on official business. The revised rates, with effect from 1st January 2009 and 1st May 2009, are set out in the attached Appendices 1 & 2 respectively.

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 Hospital Network Managers and Local Health Office Managers and all other appropriate personnel. Costs fall to be met within approved allocations.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Séan McGrath', with a long horizontal stroke extending to the right.

**Séan McGrath,
National Director of Human Resources.**

Encl.

Appendix 1 to Circular 13/2009

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 JANUARY 2009

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	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
BRITAIN & NTH IRELAND (£ Sterling)				
London	166.56	83.28	55.52	27.76
Northern Ireland	113.77	56.89	37.92	18.96
Elsewhere	116.77	58.39	38.92	19.46
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

COUNTRY (Currency)		Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
CHINA (Renminbi)*					
Beijing/Peking		2,379.00	1189.50	793.00	396.50
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	825.00	550.00	275.00
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
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				

COUNTRY (Currency)		Night Rate (24 hours)	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
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
Elsewhere #	Actuals plus €10				
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
LUXEMBOURG (Euro)					
Luxembourg		285.00	142.50	95.00	47.50
Elsewhere #	Actuals plus €10				
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
POLAND (Zlotys & Euro)					
All Locations	Room (€105) + zlotys	343.00	514.50	343.00	171.50
PORTUGAL (Euro) *					
Lisbon		225.00	112.50	75.00	37.50
Oporto		206.00	103.00	68.67	34.33

COUNTRY (Currency)		Night Rate (24 hours)	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
ROMANIA (Ron & Euro)					
Bucharest	Room (€134.40) + Ron	198.00	297.00	198.00	99.00
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
SLOVENIA (Euro)					
Ljubljana 1/1 - 31/3, 1/7 - 31/8, 1/11 - 31/12		171.00	85.50	57.00	28.50
Ljubljana ¼ - 30/6, 1/9 - 31/10		214.00	107.00	71.33	35.67
Elsewhere #	Actuals + €10				
SPAIN (Euro) *					
Barcelona		253.50	126.75	84.50	42.25
Madrid		255.00	127.50	85.00	42.50
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
USA (US 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 DC	Room plus	161.00	161.00	107.33	53.67

* 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 2 to Circular 13/2009

SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 MAY 2009

.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	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
BRITAIN & NTH IRELAND (£ Sterling)				
London	166.56	83.28	55.52	27.76
Northern Ireland	113.77	56.89	37.92	18.96
Elsewhere	116.77	58.39	38.92	19.46
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

COUNTRY (Currency)		Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
CROATIA (Kuna)*					
Zagreb		1,335.00	667.50	445.00	222.50
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
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
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				
GREECE (Euro) *					
Athens		196.00	98.00	65.33	32.67

COUNTRY (Currency)		Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
HUNGARY (Forints & Euro)					
Budapest	B & B €125.00 plus	13,396.00	20,094.00	13,396.00	6,698.00
Elsewhere #	Actuals plus €10				
ITALY (Euro)					
Bologna, Florence, Genoa, Milan, Turin & Venice		291.00	145.50	97.00	48.50
Naples & Rome		236.00	118.00	78.67	39.33
Elsewhere	B & B plus	81.00	121.50	81.00	40.50
JAPAN (Yen) *					
Tokyo		29,055.00	14,527.50	9,685.00	4,842.50
LUXEMBOURG (Euro)					
Luxembourg		285.00	142.50	95.00	47.50
Elsewhere #	Actuals plus €10				
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		1,779.00	889.50	593.00	296.50
POLAND (Zlotys & Euro)					
All Locations	B & B (€105) + zlotys	343.00	514.50	343.00	171.50
PORTUGAL (Euro) *					
Lisbon		225.00	112.50	75.00	37.50
Oporto		206.00	103.00	68.67	34.33
ROMANIA (Ron & Euro)					
Bucharest	B & B (€134.40) + Ron	198.00	297.00	198.00	99.00
Elsewhere	B & B plus	153.00	229.50	153.00	76.50

COUNTRY (Currency)	Night Rate 24 hours	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
SLOVAKIA (Korunas) *				
Bratislava	162.00	81.00	54.00	27.00
SLOVENIA (Euro)				
Ljubljana 1/1 - 31/3, 1/7 - 31/8, 1/11 - 31/12	171.00	85.50	57.00	28.50
Ljubljana 1/4 - 30/6, 1/9 - 31/10	214.00	107.00	71.33	35.67
Elsewhere #	Actuals + €10			
SPAIN (Euro) *				
Barcelona	253.50	126.75	84.50	42.25
Madrid	255.00	127.50	85.00	42.50
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
USA (US Dollars) *				
Boston 1/1 - 31/3, 17/11 - 31/12	278.00	139.00	92.67	46.33
Boston 1/4 - 4/9,	311.00	155.50	103.67	51.83
Boston 5/9 - 16/11	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	260.00	130.00	86.67	43.33
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