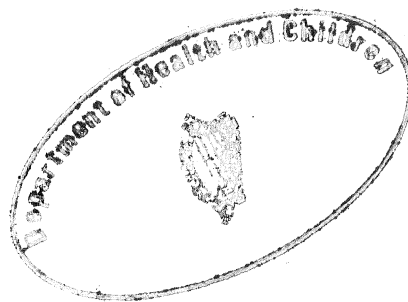




**DEPARTMENT
OF HEALTH AND
CHILDREN**
AN ROINN
SLÁINTE AGUS LEANAÍ

Quality and Fairness
A Health System for You

Circular ref: 44/2004

8th November 2004

Chief Executive Officer
Each Health Board

Secretary Manager
Each Voluntary and Joint Board Hospital

Chief Officer
Each Specialist Health Agency

Re: Subsistence Allowances Abroad

I am directed by the Minister for Health and Children to inform you that the subsistence rates for officers travelling abroad on official business have been revised with effect from 1st January 2004.

Expenditure on travel and subsistence should be strictly appraised and monitored in the light of present financial constraints. Officers who travel abroad should limit reimbursable expenditure to the minimum consistent with the requirements of the visit. Only essential travel should be undertaken and the number of officers on any journey should be kept to the absolute minimum.

A schedule setting out the revised subsistence rates is attached.

Yours sincerely,


Alison Geraghty

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SUBSISTENCE ALLOWANCES APPLICABLE FROM 1 JANUARY 2004

13. Officers travelling to destinations which are not included in this Appendix should confirm the appropriate subsistence rates with the Personnel Unit of their employing Local Authority 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	123.80	51.96	41.30	20.65
Northern Ireland	106.33	52.67	35.10	17.55
Elsewhere	85.85	42.83	28.62	14.31
Officers eligible for Class B home rates:				
London	111.51	55.76	37.17	18.59
Northern Ireland	94.84	47.32	31.55	15.77
Elsewhere	63.15	31.59	21.05	10.53
All other Officers				
London	92.93	46.47	30.98	15.48
Northern Ireland	79.15	39.59	26.39	13.19
Elsewhere	48.65	24.43	16.28	8.14
AUSTRIA (euro) *				
Vienna	169.00	79.50	53.00	26.50
BELGIUM (euro)				
Brussels	(see note 1)	113.00	75.33	37.67
Elsewhere	82.00 (see note 2)	83.00	62.00	31.00
CANADA (Canadian \$) *				
Montreal from 01/05 - 31/10	319.00	159.50	106.33	53.17
01/11 - 30/04/04	273.00	138.50	91.00	45.50
Ottawa	342.00	171.00	114.00	57.00
Toronto from 01/05 - 31/12	335.00	167.50	111.67	55.83
01/01 - 30/04	306.00	152.50	101.67	50.83
CZECH REPUBLIC (Korunas & euro) *				
Prague B&B (of €135) plus	1,776.00 (see note 4)	2,664.00	1,776.00	888.00
DENMARK (Krone)				
Copenhagen	1,684.00	782.00	621.33	260.67
Elsewhere Room plus	744.00 (see note 3)	744.00	496.00	248.00
FINLAND (euro) *				
Helsinki	249.00	124.50	83.00	41.50
FRANCE (euro) *				
Paris	290.00	145.00	96.67	48.33
Strasbourg	254.00	127.00	84.67	42.33
Elsewhere	85.00 (see note 6)	97.50	65.00	32.50
GERMANY (euro)				
Berlin	208.00	103.00	68.67	34.33
Bonn	178.00	89.00	59.33	29.67
Düsseldorf	145.00	72.50	48.33	24.17
Frankfurt	208.00	104.00	68.33	34.67
Hamburg	200.00	100.00	65.67	33.33
Munich	265.00	132.50	88.33	44.17
Stuttgart	193.00	96.50	64.33	32.17
Elsewhere	58.00 (see note 5)	68.50	59.00	29.50
GREECE (euro) *				
Athens	170.00	85.00	56.67	28.33
HUNGARY (Forints & euro) *				
Budapest	10,917.00 (see note 7)	18,376.50	10,917.00	5,458.50
ICELAND (Krona) *				
Reykjavik	27,895.00	13,847.50	9,231.67	4,615.83

COUNTRY (Currency)		Night Rate (24 hours)	Conference Rate	Day Rate over 10 hours	Day Rate over 5 hours
ALY (euro) *					
Bologna, Florence, Genoa, Milan		274.00	137.00	81.33	45.67
Turin & Venice					
Naples & Rome		207.00	103.50	68.00	34.50
JAPAN (Yen) *					
Tokyo		29,053.00	14,627.50	8,685.00	4,842.50
Elsewhere	B&B plus	10,024.00	15,035.00	10,024.00	5,012.00
LUXEMBOURG (euro) *					
Luxembourg		268.00	134.00	89.33	44.67
NETHERLANDS (euro)					
Amsterdam		222.00	111.00	74.00	37.00
The Hague		210.00	105.00	70.00	35.00
Elsewhere		70.00	(see note 3) 70.00	46.67	23.33
NORWAY (Kroner) *					
Oslo	Weekday	2,338.00	1,189.00	779.33	389.67
	Weekend	1,853.00	(see note 4) 876.50	651.00	325.50
POLAND (Zloty & euro) *					
Warsaw	B&B of 89 euro plus (Zloty)	220.00	(see note 5) 330.00	220.00	110.00
PORTUGAL (euro) *					
Lisbon		124.00	62.00	41.33	20.67
Oporto		146.00	72.50	48.33	24.17
Elsewhere			(see note 2)		
SPAIN (euro) *					
Barcelona		280.00	130.00	86.67	43.33
Madrid		242.00	121.00	80.67	40.33
Elsewhere		74.00	(see note 3) 74.00	49.33	24.67
SWEDEN (Skr) *					
Stockholm		2,753.00	1,376.50	917.67	458.83
SWITZERLAND (Sw France) *					
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		347.00	173.50	115.67	57.83
Chicago		279.00	139.50	93.00	46.50
New York		334.00	167.00	111.33	55.67
San Francisco		312.00	156.00	104.00	52.00
Washington DC		355.00	177.50	118.33	59.17

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

NOTES

1. Vouched cost of room 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.
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 €89 euro plus allowance indicated.
6. Weekend = Friday, Saturday and Sunday
7. Night Rate = Vouched cost of accommodation and breakfast to a limit of €165 euro (B&B limit), plus amount indicated.
8. Night Rate = Vouched cost of accommodation and breakfast plus amount indicated.