

Travel and Subsistence Rates in Ireland and Abroad



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(incl. standard motor mileage/kilometre rate)**
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NB Detailed questions in relation to the application of Travel and Subsistence Rates will be answered by Staff of the Treasurer's Office at the following extensions :

Research Accounts : Ext. 1439, 3045, 1272 and 2236

Departmental Accounts : Ext. 1954, 8223 or 1955

1. INTRODUCTION

Current Travel & Subsistence Allowances

This booklet outlines the current rates for travel and subsistence at home and abroad and are applicable from 1 January 2007.

Please note that the subsistence rates for countries other than Ireland and Britain are shown at the 'A' rate usually applicable for Professors and staff on other equivalent grades.

Other personnel are usually entitled to the 'B' rate of allowance, which is the fraction '0.9' of the 'A' rate. Heads of Departments or Research Supervisors must indicate clearly on Claim forms the subsistence rate applicable for each member of staff for specified destinations, bearing in mind the duration and conditions under which the trip is undertaken.

All travel expense forms must be accompanied by relevant travel receipts and countersigned by Heads of School/Departments or Research Supervisors as appropriate. Reimbursements are paid either on the basis of receipts for actual expenditure or the subsistence rates set out in this booklet. A claim cannot be made for both vouched accommodation expenses and subsistence unless specifically stated for a particular destination listed in this booklet.

2. SUBSISTENCE ALLOWANCES WITHIN IRELAND

Rates applicable to travel during period 1 January - 4 March 2009 inclusively

CLASS	Overnight Allowance			Day Allowance	
	NORMAL 1-14 nights	REDUCED 15-28 nights	DETENTION 29-56 nights	10 hour	5 hour
	EURO	EURO	EURO	EURO	EURO
A	145.32	133.97	72.64	44.81	18.28
B	143.58	122.81	71.82	44.81	18.28

Normal Up to 14 nights

Reduced rate next 14 nights

Detention rate next 28 nights

Further payments of the above rates where absences are in excess of 56 nights should be agreed with Revenue.

	Per Mile	Per Km
Standard Country and City Motor Mileage Rate (applicable to all engine capacities)	(cent) 83.92	52.16

Rates applicable to travel from 5 March 2009 onwards

CLASS	Overnight Allowance			Day Allowance	
	NORMAL 1-14 nights	REDUCED 15-28 nights	DETENTION 29-56 nights	10 hour	5 hour
	EURO	EURO	EURO	EURO	EURO
A	108.99	100.48	54.48	33.61	13.71
B	107.69	92.11	53.87	33.61	13.71

Normal Up to 14 nights

Reduced rate next 14 nights

Detention rate next 28 nights

Further payments of the above rates where absences are in excess of 56 nights should be agreed with Revenue.

	Per Mile	Per Km
Standard Country and City Motor Mileage Rate (applicable to all engine capacities)	(cent) 62.94	39.12

3. SUBSISTENCE ALLOWANCES WITHIN BRITAIN (£ STERLING)

	Night Allowance Overnight Rate - 24 Hour Rate	Day Allowance 10 Hours or more (2 Meals)	Day Allowance 5 Hours (Less than 10 Hours) (1 Meal)
<u>Class A:</u>			
London	166.56	55.52	27.76
Northern Ireland	113.77	37.92	18.96
Elsewhere	116.77	38.92	19.46
<u>Class B:</u>			
London	149.9	49.97	24.98
Northern Ireland	102.39	34.13	17.06
Elsewhere	105.09	35.03	17.51

4. SUBSISTENCE ALLOWANCES ABROAD

WORLD-WIDE SUBSISTENCE RATES

WITH EFFECT FROM 1 JANUARY 2007
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Use individual rates for each country, set out in the attached booklet, to calculate the percentages set out below.

For periods of up to 6 months abroad:

100% of the overnight rate for the first month

75% of the overnight rate for the second and third months

50% of the overnight rate for the fourth, fifth and sixth months

Long term absences (over 6 months):

First month = 100% of the overnight rate

Remainder = up to the cost of reasonable accommodation plus 50% of the 10 hour rate for the location

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
AFGHANISTAN (US\$)			
Kabul*	111.00	37.00	18.5
Elsewhere *			
ALBANIA (LEK & €)			
Tirana	B&B of 110 €plus (Lek) 7,775.00	7,775.00	3,887.50
Elsewhere *			
ALGERIA (ALG DINARS)			
Algiers	21,436.00	7,145.33	3,572.67
Elsewhere * (includes Annaba & Oran)			
ANDORRA - See entries for Spain			
ANGOLA (Readjkwanza & US\$)			
Luanda	B&B of 198 US\$ plus (Readjkwanza) 8,279.00	8,279.00	4,139.50
Elsewhere	B&B of 198 US\$ plus (Readjkwanza) 8,279.00	8,279.00	4,139.50
ANGUILLA (US\$)			
Anguilla 1 Apr-31 Oct	309.00	103.00	51.50
Anguilla 1 Nov-18 Dec	334.00	111.33	55.67
Anguilla 19 Dec-31 Mar	394.00	131.33	65.67
Elsewhere *			
ANTIGUA & BARBUDA (ECS & US\$)			
St. John's Apr-Oct	Room of 166.10 US\$ plus (ECS) 345.00	230.00	115.00
St. John's Nov-Mar	Room of 196.90 US\$ plus (ECS) 345.00	230.00	115.00
Elsewhere *			
ARGENTINA (ARG PESOS)			
Buenos Aires	924.00	308.00	154.00
Elsewhere *			
ARMENIA (DRAM)			
Yerevan	79,070.00	26,356.67	13,178.33
Elsewhere *			
ASCENSION ISLAND			
Ascension Island *			
Elsewhere *			
AUSTRALIA (AUSTRALIAN \$)			
Adelaide	328.00	109.33	54.67
Brisbane	360.00	120.00	60.00
Canberra	314.00	104.67	52.33
Darwin	275.00	91.67	45.83
Hobart	365.00	121.67	60.83
Melbourne	368.00	122.67	61.33
Perth	381.00	127.00	63.50
Sydney	390.00	130.00	65.00
Elsewhere *			
AUSTRIA (€)			
Bregenz, Graz, Innsbruck, Klagenfurt, Linz, Salzburg, Vienna,	181.00	60.33	30.17
Klagenfurt, Linz Salzburg, Vienna	181.00	60.33	30.17
Elsewhere *			
AZERBAIJHAN (MANATS)			
Baku	231.00	77.00	38.50
Elsewhere *			
BAHAMAS (US\$)			
Nassau*			
Elsewhere*			
BAHRAIN (BA DINARS)			
Bahrain	102.00	34.00	17.00
Elsewhere *			

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
BANGLADESH (TAKA & US\$)			
Chittagong *			
Dhaka	B&B of 103.00 US\$ plus (Taka)	1,948.00	974.00
Elsewhere *			
BARBADOS (BARBADOS \$ & US\$)			
Bridgetown	Room of 153 US\$ plus (Barbados \$)	157.00	78.50
Elsewhere *			
BELARUS (US\$)			
Minsk		214.00	35.67
Elsewhere *			
BELGIUM (€)			
Brussels	(See Note 1)	77.67	38.83
Elsewhere	B&B plus	55.00	27.50
BELIZE (BELIZE \$ & US\$)			
Belize City	Room of 126.44 US\$ plus (Bel \$)	156.00	78.00
Belmopan		221.00	73.67
Elsewhere *			36.83
BENIN (CFA FRANCS)			
Contonou*			
Elsewhere	Room plus	39,000.00	26,000.00
BERMUDA (BERMUDA \$)			
Hamilton		425.00	141.67
Elsewhere *			70.83
BOLIVIA (US\$)			
Cochabamba	B&B 50 US \$ plus	174.00	87.00
La Paz		961.00	320.33
Santa Cruz		118.00	39.33
Elsewhere	B&B plus	200.00	100.00
BOSNIA - HERZEGOVINA (MARKA)			
Sarajevo		236.00	78.67
Banja Luka		158.00	52.67
Elsewhere *			26.33
BOTSWANA (PULA)			
Francistown*			
Gaberone		865.00	288.33
Elsewhere *			144.17
BRAZIL (REAL \$ & US\$)			
Brasilia		393.00	131.00
Rio de Janeiro		714.00	238.00
Sao Paulo	Room of 150 US\$ plus (Real \$)	209.00	139.33
Elsewhere*			69.67
BRITAIN & NTH IRELAND (STERLING)			
Officers eligible for Class A home rates:			
London		166.56	55.52
Northern Ireland		113.77	37.92
Elsewhere		116.77	38.92
BRITISH VIRGIN ISLANDS (US\$)			
Tortola		233.00	77.67
Elsewhere *			38.83

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
BRUNEI (BRUNEI \$)			
Bandar Seri Begawan	325.00	108.33	54.17
Elsewhere *			
BULGARIA (LEV)			
Sofia	339.00	113.00	56.50
Varna*			
Elsewhere*			
BURKINA FASO (CFA FRANCS) (Previously Upper Volta)			
Ouagadougou*			
Elsewhere *			
BURMA (US\$) (See under Myanmar)			
BURUNDI (US\$)			
Bujumbura	B&B of 100 US\$ plus 45,128.00	45,128.00	22,564.00
Elsewhere *			
CAICOS ISLANDS			
Caicos Islands *			
Elsewhere *			
CAMBODIA (US\$)			
Phnom Penh	224.00	74.67	37.33
Elsewhere *			
CAMEROON (CFA FRANCS)			
Douala	127,799.00	42,599.67	21,299.83
Yaounde	143,829.00	47,943.00	23,971.50
Elsewhere	127,799.00	42,599.67	21,299.83
CANADA (CANADIAN \$)			
Calgary, Alberta	306.00	102.00	51.00
Edmonton, Alberta	211.00	70.33	35.17
Halifax, Nova Scotia	Jan-Apr, Oct-Dec 279.00 May-Sept 345.00	93.00 115.00	46.50 57.50
Montreal	Jan-Apr, Nov-Dec 324.00 May-Oct 369.00	108.00 123.00	54.00 61.50
Ottawa - Ontario Province	Jan/Feb 365.00 Mar/Apr/Jul/Aug 320.00 May/Jun/Sept/Oct 377.00 Nov/Dec 320.00	121.67 106.67 125.67 106.67	60.83 53.33 62.83 53.33
Quebec City	Jan-May 354.00 16 Oct-23 Dec 354.00 1 Jun-15 Oct 411.00	118.00 118.00 137.00	59.00 59.00 68.50
Regina - Saskatchewan Province	217.00	72.33	36.17
St Johns, New Foundland	Jan-Apr 249.00	83.00	41.50
Toronto	Nov-Apr 294.00 May-Oct 321.00	98.00 107.00	49.00 53.50
Vancouver	1 Jan-28 Apr 284.00 30 Sept-31 Dec 284.00 29 Apr-29 Sept 359.00	94.67 94.67 119.67	47.33 47.33 59.83
Victoria, British Columbia	Jan-Apr 220.00 May-June 278.00 Jul-14 Oct 453.00 15 Oct-Dec 220.00	73.33 92.67 151.00 73.33	36.67 46.33 75.50 36.67
Yellowknife, North West Territories	215.00	71.67	35.83
Elsewhere	Room plus 129.00	86.00	43.00
CAPE VERDE (CV ESCUDOS)			
Praia*			
Elsewhere*			
CAYMAN ISLANDS (CAYMAN ISL \$ & US\$)			
Grand Cayman	Jan-Apr 331.00 May-Oct 254.00 Nov, Dec 298.00	220.67 169.33 198.67	110.33 84.67 99.33
Elsewhere *			

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
CENTRAL AFRICAN REPUBLIC (CFA FRANCS)			
Bangui	60,000.00	20,000.00	10,000.00
Elsewhere *			
CHAD (CFA FRANCS)			
Njamina *			
Elsewhere *			
CHILE (C PESOS & US\$)			
Santiago	B&B of 140 US \$ plus (C Pesos) 37,702.00	37,702.00	18,851.00
Elsewhere	B&B plus 37,702.00	37,702.00	18,851.00
CHINA (RENMINBI & HK\$)			
Beijing/Peking (Renminbi)	2,379.00	793.00	396.50
Chongqing (Renminbi)	1,170.00	390.00	195.00
Guangzhou (HK\$)	1,372.00	457.33	228.67
Hong Kong (HK\$)	3,048.00	1,016.00	508.00
Macao (HK\$)	2,432.00	810.67	405.33
Shanghai (Renminbi)	2,484.00	828.00	414.00
Elsewhere (Renminbi)	B&B plus 672.00	672.00	336.00
COLUMBIA (COL PESO)			
Bogota	441,058.00	121,390.67	60,695.33
Elsewhere *	B&B plus 98,540.00	98,540.00	49,270.00
CONGO (CFA FRANCS)			
Brazzaville *			
Pointe - Noire *			
Elsewhere *			
COOK ISLANDS (NEW ZEALAND \$)			
Rarotonga	418.00	139.33	69.67
COSTA RICA (US\$)			
San Jose	214.00	71.33	35.67
Elsewhere *			
CROATIA (KUNA & €)			
Dubrovnik	Nov-Mar B&B of 110.10 €plus (Kuna) 467.00	467.00	233.50
	Apr-June, Oct B&B of 176.10 €plus (Kuna) 467.00	467.00	233.50
	Jul-Sept B&B of 196.10 €plus (Kuna) 467.00	467.00	233.50
Split	Nov-Apr B&B of 103.98 €plus (Kuna) 301.00	301.00	150.50
	May-Oct B&B of 110.98 €plus (Kuna) 301.00	301.00	150.50
	16 May-31 Aug B&B of 127.98 €plus (Kuna) 301.00	301.00	150.50
Zagreb	1,240.00	413.33	206.67
Elsewhere *			
CUBA (CUC & US\$)			
Havana	B&B of 120 US\$ plus (CUC) 57.00	57.00	28.50
Elsewhere	B&B plus 57.00	57.00	28.50
CYPRUS (CYPRIOT £)			
Nicosia	182.00	60.67	30.33
Elsewhere	B&B plus 65.00	65.00	32.50
CZECH REPUBLIC (KORUNAS)			
Prague	1,197.00	1,197.00	598.50
Elsewhere	B&B plus 931.00	931.00	465.50
DENMARK (KRONE)			
Copenhagen	1,918.00	639.33	319.67
Elsewhere	Room plus 819.00	550.00	275.00
DJIBOUTI (D FRANCS)			
Djibouti	39,829.00	13,276.33	6,638.17
Elsewhere *			
DOMINICA (ECS & US\$)			
Roseau	Room 107.25 US\$ plus (ECS) 165.00	110.00	55.00
Elsewhere *			
DOMINICAN REPUBLIC (DOMINICAN PESOS)			
Santo Domingo	6,832.00	2,277.33	1,138.67
Elsewhere *			

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
EAST TIMOR (US\$)			
Dili*			
ECUADOR (US\$)			
Cuenca & Elsewhere*			
Guayaquil	172.00	57.33	28.67
Quito	189.00	63.00	31.50
EGYPT (Egyptian £ & US\$)			
Alexandria (Egyptian £)	969.00	323.00	161.50
Cairo (US\$)	220.00	73.33	36.67
Elsewhere (Egyptian £) *			
EL SALVADOR (US\$)			
San Salvador	216.00	72.00	36.00
Elsewhere *			
ERITREA (US\$)			
Asmara	195.00	65.00	32.50
Elsewhere *			
ESTONIA (KROON)			
Tallinn	2,372.00	790.67	395.33
Elsewhere *			
ETHIOPIA (BIRR & US\$)			
Addis Ababa	B&B of 118 US\$ plus (Birr)	486.00	243.00
Elsewhere *			
FALKLAND ISLANDS (£ STERLING)			
Stanley	119.00	39.67	19.83
Elsewhere *			
FIJI (FIJI \$)			
Lautoka	360.00	120.00	60.00
Nadi	382.00	127.33	63.67
Suva	302.00	100.67	50.33
Elsewhere*			
FINLAND (€)			
Helsinki	207.00	69.00	34.50
Elsewhere	B&B plus	74.00	37.00
FRANCE (€)			
Bordeaux	236.00	78.67	39.33
Lille	247.00	82.33	41.17
Lyon	187.00	62.33	31.17
Marseilles	262.00	87.33	43.67
Paris	292.00	97.33	48.67
Strasbourg	174.00	58.00	29.00
Elsewhere	Room plus	90.00	30.00
FRENCH GUIANA (€) *			
FRENCH SOMALILAND (see Djibouti - Republic of)			
GABON (CFA FRANCS)			
Libreville	132,656.00	44,218.67	22,109.33
Elsewhere *			
GAMBIA (DALASAI & €)			
Banjul	B&B of 82euro plus (Dalasai)	1,469.00	979.33
Elsewhere *			
GEORGIA (GEL & US\$)			
Tbilisi	Room of 190 US\$ plus (Gel)	132.00	66.00
Elsewhere* (US\$)			

COUNTRY (CURRENCY)	OVERNIGHT RATE		10 HOUR RATE	5 HOUR RATE
	24 Hour Rate (bed & 3 meals)		(2 meals)	(1 meal)
GERMANY (€)				
Berlin		221.00	73.67	36.83
Dusseldorf		162.00	54.00	27.00
Frankfurt*				
Hamburg*				
Munich		209.00	69.67	34.83
Stuttgart*				
Elsewhere*				
GHANA (New CEDI & US\$)				
Accra	B&B of 129 US\$ plus (Cedi)	61.00	61.00	30.50
Kumasi	B&B of 68 US\$ plus (Cedi)	40.00	40.00	20.00
Elsewhere *				
GIBRALTAR (GIBRALTAR £)				
Gibraltar		164.00	54.67	27.33
Elsewhere *				
GREECE (€)				
Athens		196.00	65.33	32.67
Corfu		136.00	45.33	22.67
Crete		133.00	44.33	22.17
Rhodes		125.00	41.67	20.83
Thessaloniki		218.00	72.67	36.33
Elsewhere	B&B plus	46.00	46.00	23.00
GRENADA (EC\$ & US\$)				
St George's	Room of 129.80 US\$ plus (ECS)	233.00	77.67	38.83
Elsewhere *				
GUADALOUPE *				
GUATEMALA (US\$)				
Guatemala City	Room of 136.64 US\$	627.00	209.00	104.50
Elsewhere *				
GUINEA (GNF & US\$)				
Conakry	B&B of 90 US\$ plus (GNF)	217,500.00	217,500.00	108,750.00
Elsewhere	B&B plus	182,300.00	182,300.00	91,150.00
GUINEA BISSAU (CFA FRANCS)				
Bissau*				
Elsewhere *				
GUYANA (GUYANESE \$ & US\$)				
Georgetown	Room of 162.40 US\$ plus (Guyanese \$)	12,712.00	8,474.67	4,237.33
Elsewhere	Room plus	12,712.00	8,474.67	4,237.33
HAITI (US\$)				
Port au Prince		179.00	49.67	24.83
Elsewhere*				
HONDURAS (US\$)				
Tegucigalpa		245.00	81.67	40.83
Elsewhere	B&B plus	88.00	88.00	44.00
HONG KONG ((See China)				

COUNTRY (CURRENCY)	OVERNIGHT RATE		10 HOUR RATE	5 HOUR RATE
	24 Hour Rate (bed & 3 meals)		(2 meals)	(1 meal)
HUNGARY (FORINTS & €)				
Budapest	B&B 135 euro plus (Forints)	16,082.00	16,082.00	8,041.00
Elsewhere*				
ICELAND (ICELANDIC KRONA)				
Reykjavik	Oct-May	26,790.00	8,930.00	4,465.00
	June-Sept	28,750.00	9,583.33	4,791.67
Elsewhere *				
INDIA (INDIAN RUPEES & US\$)				
Ahmedabad		7,430.00	2,476.67	1,238.33
Bangalore		13,085.00	4,361.67	2,180.83
Baroda		12,486.00	4,162.00	2,081.00
Madras				
Mumbai & Bombay		12,205.00	4,068.33	2,034.17
New Delhi		12,119.00	4,039.67	2,019.83
Pune		12,351.00	4,117.00	2,058.50
Elsewhere *				
INDONESIA (RUPIAH & US\$)				
Semarang		913,966.00	304,655.33	152,327.67
Jakarta	Room of 139 US\$ plus (Rupiah)	756,738.00	504,492.00	252,246.00
Elsewhere*				
IRAN (RIALS & US\$)				
Tehran	Room of 125 US\$ plus (Rials)	554,000.00	554,000.00	277,000.00
Elsewhere		457,600.00	152,533.33	76,266.67
IRAQ (IRAQI DINARS)				
Baghdad*				
Elsewhere*				
ISRAEL (US\$)				
Tel Aviv		250.00	83.33	41.67
Elsewhere *				
ITALY (€)				
Bologna, Florence, Genoa, Milan, Turin, Venice		291.00	97.00	48.50
Naples, Rome		227.00	75.67	37.83
Elsewhere	B&B plus	72.00	72.00	36.00
IVORY COAST (CFA FRANCS)				
Abidjan		127,000.00	42,333.33	21,166.67
Elsewhere *				
JAMAICA (US\$)				
Kingston		296.00	98.67	49.33
Elsewhere *				
JAPAN (YEN)				
Osaka		26,227.00	8,742.33	4,371.17
Nagoya*				
Tokyo		29,055.00	9,685.00	4,842.50
Elsewhere	B&B plus	10,024.00	10,024.00	5,012.00
JORDAN (JORDANI DINARS)				
Amman		171.00	57.00	28.50
Aquaba		136.00	45.33	22.67
Elsewhere *				

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
KAZAKHSTAN (US\$)			
Almaty	285.00	95.00	47.50
Astana	271.00	90.33	45.17
Atyrau	260.00	86.67	43.33
Elsewhere *			
KENYA (KENYAN SHILLING& US\$)			
Mombassa	B&B of 76 US\$ plus (K Shilling) 3,576.00	3,576.00	1,788.00
Nairobi	11,316.00	3,772.00	1,886.00
Elsewhere	B&B plus 2,915.00	2,915.00	1,457.50
KIRIBATI REPUBLIC (AUSTRALIAN \$) (Gilbert Islands)			
Tarawa			
Elsewhere *			
KOREA - SOUTH (WON)			
Busan	156,004.00	52,001.33	26,000.67
Daego	156,004.00	52,001.33	26,000.67
Daejon	156,004.00	52,001.33	26,000.67
Jeju Island	156,004.00	52,001.33	26,000.67
Seoul	396,004.00	132,001.33	66,000.67
Ulsan	156,004.00	104,002.67	52,001.33
Elsewhere*	Room plus		
KOSOVO (€)			
Pristina	106.00	35.33	17.67
KUWAIT (K DINARS)			
Kuwait City	100.00	33.33	16.67
Elsewhere *			
KYRGYZSTAN (US\$)			
Bishkek	237.00	79.00	39.50
Elsewhere *			
LAOS (US\$)			
Vientiane	134.00	44.67	22.33
Elsewhere *			
LATVIA (LATVIAN LATS & €)			
Riga	B&B of 104.00 euro plus (Latvian Lats) 36.00	36.00	18.00
Elsewhere *			
LEBANON (US\$)			
Beirut*			
Elsewhere*			
LESOTHO (MALUTI)			
Maseru*			
Elsewhere *			
LIBERIA (LIB\$)			
Monrovia*			
Elsewhere *			
LIBYA (LIB DINARS)			
Tripoli	B&B of 185.00 €plus (Lib Dinars) 86.00	86.00	43.00
Elsewhere *			
LITHUANIA (LITAIS & €)			
Vilnius	B&B of 85.00 €plus (Litais) 233.00	233.00	116.50
Elsewhere *			
LUXEMBOURG (€)			
Luxembourg	285.00	95.00	47.50
Elsewhere *			
MACAO (See China)			
MACEDONIA (MAC DINARS)			
Skopje	9,205.00	3,068.33	1,534.17
Ohrid & Elsewhere	4,382.00	1,460.67	730.33
MADAGASCAR (MG FRANCS & €)			
Antananarivo	488,800.00	162,933.33	81,466.67
Elsewhere	B&B plus 98,900.00	65,933.33	32,966.67

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
MALAWI (KWACHI & US\$)			
Blantyre			
Lilongwe	Room of 83.00 US\$ plus (Kwachi)	7,136.00	3,568.00
Elsewhere *	B&B plus	7,136.00	3,568.00
MALAYSIA (RINGGITS)			
Kuala Lumpur		631.00	105.17
Elsewhere *			
MALDIVES (US\$)			
Kurumba*			
Male*			
Elsewhere *			
MALI REPUBLIC (CFA FRANCS)			
Bamako		90,500.00	15,083.33
Elsewhere*			
MALTA (MALTESE LIRA)			
Valetta		175.00	29.17
Elsewhere	B&B plus	68.00	34.00
MARSHALL ISLANDS (US\$)			
Majuro*			
Elsewhere *			
MARTINIQUE (€)*			
MAURITANIA (€)			
Nouakchott		174.00	29.00
Elsewhere*			
MAURITIUS (M RUPEES)			
Port Louis		6,456.00	1,076.00
Rodrigues Island*			
Elsewhere *			
MEXICO (M PESOS & US\$)			
Mexico City	Room of 193 US\$ plus (M Pesos)	852.00	284.00
Elsewhere *			
MOLDOVA (LEU & €)			
Chisinau (also known as Kishinev)	B&B of 110 euro plus (Leu)	739.00	369.50
Elsewhere *			
MONACO (€)			
Monaco *			
MONGOLIA (US\$)			
Ulaan Baatar	High Season	117.00	19.50
	Winter Season	106.00	17.67
Elsewhere *			
MONTENEGRO (€)			
Montenegro		105.00	17.50
MONTserrat (EC\$ & US\$)			
Plymouth	Room of 118.80 US\$ plus (ECS)	202.00	67.33
Elsewhere *			
MOROCCO (DIRHAMS)			
Agadir		1,120.00	186.67
Casablanca		2,913.00	485.50
Marrakech		1,607.00	267.83
Rabat		2,306.00	384.33
Tangier	1 Jan-14 Jun	1,380.00	230.00
	15-Sept-31 Dec	1,380.00	230.00
	15 Jun-14 Sept	1,620.00	270.00
Elsewhere*			

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)	
MOZAMBIQUE (US\$)				
Maputo	B&B 145 US\$ plus	1,872.00	624.00	312.00
Elsewhere *				
MYANMAR (FORMALLY BURMA) (US\$)				
Rangoon		110.00	36.67	18.33
Elsewhere	B&B plus	30.00	30.00	15.00
NAMIBIA (NAMIBIAN \$)				
Windhoek		1,147.00	382.33	191.17
Elsewhere*				
NAURU ISLAND (AUSTRALIAN \$)				
Nauru		179.00	59.67	29.83
NEPAL (N RUPEES & US\$)				
Kathmandu	B&B of 105 US\$ plus (N Rupees)	2,977.00	2,977.00	1,488.50
Elsewhere*				
NETHERLANDS (€)				
Amsterdam		202.00	67.33	33.67
The Hague		256.00	85.33	42.67
Elsewhere	Room plus	87.00	58.00	29.00
NETHERLANDS ANTILLES (US\$)				
Aruba*				
Curacao*				
Elsewhere*				
NEW CALEDONIA (CFP FRANCS)				
Noumea*				
Elsewhere*				
NEW ZEALAND (NEW ZEALAND \$)				
Auckland		347.00	115.67	57.83
Christchurch		264.00	88.00	44.00
Wellington		362.00	120.67	60.33
Elsewhere	Room plus	128.00	85.33	42.67
NICARAGUA (CORDOBAS & US\$)				
Managua (US\$)		207.00	69.00	34.50
Elsewhere* (Cordobas)				
NIGER REPUBLIC (CFA FRANCS)				
Niamey*				
Elsewhere*				
NIGERIA (NAIRA & US\$)				
Abuja		51,035.00	17,011.67	8,505.83
Port Harcourt		58,276.00	19,425.33	9,712.67
Lagos		55,783.00	18,594.33	9,297.17
Elsewhere	Room plus	10,240.00	6,826.67	3,413.33
NORTH KOREA (€)				
Pyongyang		120.00	40.00	20.00
Elsewhere*				
NORWAY (KRONER)				
Bergen		2,143.00	714.33	357.17
Oslo		1,744.00	581.33	290.67
Stavanger		2,046.00	682.00	341.00
Elsewhere	B&B plus	724.00	724.00	362.00
OCCUPIED TERRITORIES (US\$)				
Gaza*				
Jerusalem	Jan-Mar, June-Aug, Nov-Dec Apr, May, Sept, Oct	269.00	89.67	44.83
Elsewhere *		289.00	96.33	48.17

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
OMAN (also SULTANATE OF OMAN) (RIALS)			
Muscat*	143.00	47.67	23.83
Elsewhere *			
PAKISTAN (RUPEES & US\$)			
Islamabad	B&B of 207.00 US\$ plus (Rupees) 4,240.00	4,240.00	2,120.00
Karachi	12,395.00	4,131.67	2,065.83
Peshawar	11,243.00	3,747.67	1,873.83
Lahore	B&B of 155.25 US\$ plus (Rupees) 3,094.00	3,094.00	1,547.00
Elsewhere *			
PANAMA (US\$)			
Panama City	192.00	64.00	32.00
Elsewhere *			
PAPUA NEW GUINEA (KINAS)			
Port Moresby	761.00	253.67	126.83
Elsewhere	B&B plus 194.00	194.00	97.00
PARAGUAY (US\$)			
Asuncion*			
Elsewhere *			
PERU (NEW SOL & US\$)			
Lima	B&B of 161.25 US\$ plus (New Sol) 284.00	284.00	142.00
Elsewhere *			
PHILIPPINES (PESOS & US\$)			
Cebu	6,445.00	2,148.33	1,074.17
Manila	B&B of 105 US\$ plus (Pesos) 4,161.00	2,774.00	1,387.00
Elsewhere*			
POLAND (ZLOTYS & €)			
Warsaw	B&B 105 euro plus (Zlotys) 343.00	343.00	171.50
Elsewhere	B&B 105 euro plus (Zlotys) 343.00	343.00	171.50
PORTUGAL (€)			
Azores			
1 Jan - 31 March	128.00	42.67	21.33
1 April - 15 June, 1 October - 31 October	149.00	49.67	24.83
16 June - 30 September	165.00	55.00	27.50
Faro*			
Funchal	158.00	52.67	26.33
Lisbon	225.00	75.00	37.50
Oporto	206.00	68.67	34.33
Portimao			
Jan - Mar, Nov - Dec	99.00	33.00	16.50
April-May, Oct	149.00	49.67	24.83
June & Sept	174.00	58.00	29.00
July - Aug	229.00	76.33	38.17
Elsewhere*			
QATAR (QATARI RIYALS)			
Doha	1,213.00	404.33	202.17
Elsewhere *			
REUNION (€)			
St Denis	185.07	61.69	30.85
Elsewhere *			
ROMANIA (RON & €)			
Bucharest	B&B of 134.40 €plus (Ron) 198.00	198.00	99.00
Elsewhere	B&B plus 153.00	153.00	76.50
RUSSIAN FEDERATION (€ & US\$)			
Ekaterinburg	5,652.00	1,884.00	942.00
Moscow (US\$)	12,832.00	4,277.33	2,138.67
St Petersburg	Jan-14 May, 22 Jul-31 Dec 99.00	B&B 6608 Rouble plus 33.00	16.50
	15 May-18 May, 23 June-11Jul 99.00	B&B 9086 Rouble plus 33.00	16.50
	19 Jul-21 Jul 99.00	B&B 7847 Rouble plus 33.00	16.50
Elsewhere *			

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
RWANDA (R FRANCS & US\$)			
Kigali	240.00	80.00	40.00
Elsewhere * (US\$)			
SAMOA (TALA & US\$)			
Apia	Room of 101.20 US\$ plus (Tala)	106.67	53.33
Elsewhere*			
SAUDI ARABIA (S RIYALS)			
Al Khobar	734.00	244.67	122.33
Jedda	1,033.00	344.33	172.17
Riyadh	938.00	312.67	156.33
Elsewhere *			
SENEGAL (CFA FRANCS)			
Dakar	111,857.00	37,285.67	18,642.83
Elsewhere	Room plus 35,357.00	23,571.33	11,785.67
SERBIA (SERBIAN DINAR)			
Belgrade	B&B 173.80 Euro	5,439.00	2,719.50
Elsewhere*			
SEYCHELLES (SEY RUPEES)			
Victoria	B&B 243 US\$ plus	526.00	263.00
Elsewhere *			
SIERRA LEONE (LEONE & US\$)			
Freetown	B&B of 125 US\$ plus (Leone)	193,530.00	96,765.00
Elsewhere *			
SINGAPORE (SINGAPORE \$)			
Singapore	469.00	156.33	78.17
Elsewhere *			
SLOVAKIA (KORUNAS)			
Bratislava	Room of 150 euro plus	1,672.00	557.33
Kosice		3,841.00	640.17
Elsewhere *			
SLOVENIA (Euro)			
Ljubljana	1/1 - 31/3, 1/7 - 31/8, 1/11 - 31/12 1/4 - 30/6, 1/9 - 31/10	171.00	57.00
Elsewhere *		214.00	71.33
SOLOMON ISLANDS (SI \$)			
Honiara*			
Elsewhere *			
SOMALI REPUBLIC			
Mogadishu *			
Elsewhere *			
SOUTH AFRICA (RANDS)			
Cape Town	1,548.00	516.00	258.00
Pretoria	1,114.00	371.33	185.67
Elsewhere *	Room plus 353.00	235.33	117.67
SPAIN (€)			
Andorra	165.00	55.00	27.50
Barcelona	253.50	84.50	42.25
Madrid	255.00	85.00	42.50
Elsewhere	Room plus 86.00	57.33	28.67

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
SRI LANKA (US\$)			
Colombo	99.00	33.00	16.50
Elsewhere *			
ST HELENA (£ STERLING)			
St Helena*			
Elsewhere *			
ST KITTS & NEVIS (EC\$)			
Basseterre	Room 160.50 US\$ plus	78.67	39.33
Elsewhere *			
ST LUCIA (EC\$)			
Castries	501.00	167.00	83.50
Elsewhere *			
ST VINCENT (EC\$)			
Kingstown	15 Dec-31 Mar 1 Apr-14 Dec	540.00	180.00
Elsewhere *		486.00	162.00
SUDAN (S DINAR & US\$)			
Khartoum	659.00	219.67	109.83
Elsewhere*			
SURINAME (US\$)			
Paramaribo	187.00	62.33	31.17
Elsewhere *			
SWAZILAND (LILANGENI)			
Mbabane*			
Elsewhere *			
SWEDEN (SEK)			
Stockholm	2,710.00	903.33	451.67
Elsewhere*			
SWITZERLAND (SWISS FRANCS)			
Berne	294.00	98.00	49.00
Geneva	354.00	118.00	59.00
Zurich*			
Elsewhere*			
SYRIA (US\$)			
Damascus	B&B 175 US\$ plus	4,309.00	2,154.50
Elsewhere *			
TAHITI (US\$)			
Papete	31,162.00	10,387.33	5,193.67
TAIWAN (TAIWAN \$)			
Taipei	9,680.00	3,226.67	1,613.33
Elsewhere *			
TAJIKISTAN (US\$)			
Dushanbe	B&B 70 US\$ plus	200.00	100.00
Elsewhere*			
TANZANIA (TAN SHILLING & US\$)			
Dar es Salaam	B&B of 161 US\$ plus (Tan Schilling)	79,780.00	39,890.00
Zanzibar (US\$)	June-Mar B&B 100 US \$plus	63,768.00	31,884.00
Zanzibar Elsewhere (US\$)		63,768.00	31,884.00
Elsewhere (Tan Schilling)	B&B plus	44,630.00	22,315.00
THAILAND (BAHT)			
Bangkok	7,337.00	2,445.67	1,222.83
Elsewhere	B&B plus	3,605.00	600.83

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
TOGO (CFA FRANCS)			
Lome	109,128.00	36,376.00	18,188.00
Elsewhere*			
TONGA (TONGAN \$)			
Nuku'Alofa (Tongatapu Island)	271.00	90.33	45.17
Elsewhere*			
TRINIDAD (T&T\$ & US\$)			
Port of Spain	B&B of 252 US\$ plus (T&T\$)	916.00	305.33
Tobago	1,517.00	505.67	252.83
Elsewhere*			
TRISTAN DA CUNHA (£ STERLING)			
Tristan da Cunha*			
Elsewhere *			
TUNISIA (TUN DINARS)			
Tunis	208.00	69.33	34.67
Elsewhere *			
TURKEY (YTL) TUR LIRA ,US\$ & €			
Ankara (US\$)	B&B of 201 US\$ plus	163.00	163.00
Istanbul	B&B of 124.20 Euro plus	128.00	128.00
Izmir (US\$)	B&B of 181 Euro plus	132.00	132.00
Elsewhere (US\$)	B&B plus	125.00	125.00
TURKMENISTAN (MANATS & US\$)			
Ashgabat	B&B of 65.00 US\$ plus (Manats)	429,000.00	429,000.00
Elsewhere *			214,500.00
TURKS & CAICOS ISLANDS (US\$)			
Grand Turk	217.00	72.33	36.17
Elsewhere *			
TUVALU (AUSTRALIAN \$)			
Fongafali*			
Elsewhere *			
UGANDA (US\$)			
Kampala	153.00	51.00	25.50
Elsewhere *			
UKRAINE (US\$)			
Kiev	1,246.00	415.33	207.67
Elsewhere	B&B plus	292.00	146.00
UNITED ARAB EMIRATES (UAE DIRHAMS)			
Abu Dhabi	991.00	330.33	165.17
Dubai	1,481.00	493.67	246.83
Elsewhere *			
UPPER VOLTA REPUBLIC (See Burkina Faso)			
URUGUAY (US\$)			
Montevideo	191.00	63.67	31.83
Elsewhere *			
UNITED STATES OF AMERICA (US\$)			
USA CITIES			
Atlanta	202.00	67.33	33.67
Boston	407.00	135.67	67.83
Chicago	346.00	115.33	57.67
Cleveland	Room plus	105.00	70.00
Dallas	Room plus	86.00	57.33

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
USA CITIES continued			
Houston	Room Plus 86.00	57.33	28.67
Los Angeles	343.00	114.33	57.17
Miami	275.00	91.67	45.83
New York	285.00	95.00	47.50
San Francisco	308.00	102.67	51.33
Seattle	246.00	82.00	41.00
Washington DC	161.00	107.33	53.67
USA STATES			
Alabama	Room Plus 88.00	58.67	29.33
Alaska	Room Plus 126.00	84.00	42.00
Arizona	Room Plus 114.00	76.00	38.00
Arkansas	Room Plus 86.00	57.33	28.67
California (1) **	Room Plus 126.00	84.00	42.00
California (2) ***	Room Plus 114.00	76.00	38.00
Colorado	Room Plus 86.00	57.33	28.67
Connecticut	Room Plus 91.00	60.67	30.33
Dakota	Room Plus 105.00	70.00	35.00
Delaware	Room Plus 161.00	107.33	53.67
Florida	Room Plus 88.00	58.67	29.33
Georgia	Room Plus 88.00	58.67	29.33
Guam	Room Plus 114.00	76.00	38.00
Hawaii	Room Plus 114.00	76.00	38.00
Idaho	Room Plus 126.00	84.00	42.00
Illinois	Room Plus 105.00	70.00	35.00
Indiana	Room Plus 105.00	70.00	35.00
Iowa	Room Plus 105.00	70.00	35.00
Kansas	Room Plus 105.00	70.00	35.00
Kentucky	Room Plus 161.00	107.33	53.67
Louisiana	Room Plus 86.00	57.33	28.67
Maine	Room Plus 63.00	42.00	21.00
Maryland	Room Plus 161.00	107.33	53.67
Massachusetts	Room Plus 63.00	42.00	21.00
Michigan	Room Plus 100.00	66.67	33.33
Minnesota	Room Plus 105.00	70.00	35.00
Mississippi	Room Plus 88.00	58.67	29.33
Missouri	Room Plus 105.00	70.00	35.00
Montana	Room Plus 126.00	84.00	42.00
Nebraska	Room Plus 105.00	70.00	35.00
Nevada^	Room Plus 126.00	84.00	42.00
^Clarke County Nevada	Room Plus 114.00	76.00	38.00
New Hampshire	Room Plus 63.00	42.00	21.00
New Jersey	Room Plus 91.00	60.67	30.33
New Mexico	Room Plus 86.00	57.33	28.67
New York State	Room Plus 91.00	60.67	30.33
North Carolina	Room Plus 88.00	58.67	29.33
Ohio	Room Plus 105.00	70.00	35.00
Oklahoma	Room Plus 86.00	57.33	28.67
Oregon	Room Plus 126.00	84.00	42.00
Orlando	Room Plus 88.00	58.67	29.33
Pennsylvania	Room Plus 91.00	60.67	30.33
Puerto Rico	Room Plus 91.00	60.67	30.33
Rhode Island	Room Plus 63.00	42.00	21.00
South Carolina	Room Plus 88.00	58.67	29.33
Tennessee	Room Plus 88.00	58.67	29.33
Texas	Room Plus 86.00	57.33	28.67
Utah	Room Plus 114.00	76.00	38.00
Vermont	Room Plus 63.00	42.00	21.00
Virginia	Room Plus 161.00	107.33	53.67
Washington State	Room Plus 126.00	84.00	42.00
West Virginia	Room Plus 161.00	107.33	53.67
Wisconsin	Room Plus 105.00	70.00	35.00
Wyoming	Room Plus 126.00	84.00	42.00
<p>** California(1): This rate covers the following counties - All the counties not mentioned below</p> <p>***California(2) : This rate covers the following counties - Imperial Kern, Obispo, Orange, Riverside, San Bernadino, San Diego, San Luis, Santa Barbara & Ventura</p>			

COUNTRY (CURRENCY)	OVERNIGHT RATE 24 Hour Rate (bed & 3 meals)	10 HOUR RATE (2 meals)	5 HOUR RATE (1 meal)
UZBEKISTAN (US\$)			
Tashkent	122.00	40.67	20.33
Elsewhere *			
VANUATU (VATUS)			
Port Villa	24,351.00	8,117.00	4,058.50
Elsewhere *			
VENEZUELA (BOLIVARS)			
Caracas	775.00	258.33	129.17
Valencia	807.00	269.00	134.50
Elsewhere	Room Plus 204.00	136.00	68.00
VIETNAM (US\$)			
Hanoi	165.00	55.00	27.50
Ho Chi Minh City	207.00	69.00	34.50
Elsewhere *			
VIRGIN ISLANDS (US\$)	71.00	23.67	11.83
WEST INDIES ASSOCIATED STATES			
Please note: Countries previously listed here are now listed alphabetically			
YEMEN (US\$)			
Aden	202.00	67.33	33.67
Sana'a	182.00	60.67	30.33
Taiz			
Elsewhere *			
ZAIRE (US\$)			
Kinshasa	283.00	94.33	47.17
Elsewhere *			
ZAMBIA (KWACHA)			
Lusaka	892,000.00	297,333.33	148,666.67
Elsewhere *			
ZIMBABWE (ZIM\$ & US\$)			
Harare*			
Elsewhere *			
NOTE			
* = Actuals plus €10 per day			
Actuals = Vouched Cost of Accommodation and 3 meals <i>or</i> Overnight Rate;			
Vouched Cost of 2 meals <i>or</i> 10 Hour Rate; Vouched cost of 1 meal <i>or</i> 5 Hour Rate			
NOTE 1			
Vouched cost of Room plus Overnight rate is applicable to all officers travelling to Brussels on overnight visits			
NOTE 2			
Enquiries on rates of exchange/currencies should be directed to the Central Bank or one of the Associated Banks and not to the Department of Finance or the Revenue Commissioners			

5. TRINITY COLLEGE DUBLIN TRAVEL INSURANCE PROGRAMME

Background	Trinity College Dublin organise a business travel Insurance Scheme with Royal and Sun Alliance.												
Persons Insured	Any person (excluding students other than Postgraduates) over the age of 17 authorised by the College to travel on College business (including incidental holiday travel if in the same country as business destination). Excluding persons on long term secondment.												
Maximum duration of any one trip	6 months												
Journeys Covered	<p>Any journey on the business of the College with destinations outside the Republic of Ireland and Northern Ireland and destinations within the Republic of Ireland and Northern Ireland provided such journey requires one or more aircraft flights or obtaining overnight accommodation away from normal place of residence.</p> <p><i>No journey will be covered which involves travel to any area where war hostilities or widespread disturbances are or have been in progress or are reported as being imminent.</i></p>												
Cover	<table><tr><td>Medical Expenses</td><td>EUR5,000,000</td></tr><tr><td>Loss of Baggage and personal effects</td><td>EUR3,850</td></tr><tr><td>Personal Liability</td><td>EUR2,600,000</td></tr><tr><td>Cancellation/Curtailment (subject to policy conditions)</td><td>EUR6,350</td></tr><tr><td>Money/Credit Cards</td><td>EUR1,000</td></tr><tr><td>Hi-Jack/Kidnap</td><td>EUR400 per day up to a maximum EUR40,000</td></tr></table> <p>Maximum claim from injury relating to aircraft regardless of number of persons involved: -Multi engined aircraft EUR1,300,000</p>	Medical Expenses	EUR5,000,000	Loss of Baggage and personal effects	EUR3,850	Personal Liability	EUR2,600,000	Cancellation/Curtailment (subject to policy conditions)	EUR6,350	Money/Credit Cards	EUR1,000	Hi-Jack/Kidnap	EUR400 per day up to a maximum EUR40,000
Medical Expenses	EUR5,000,000												
Loss of Baggage and personal effects	EUR3,850												
Personal Liability	EUR2,600,000												
Cancellation/Curtailment (subject to policy conditions)	EUR6,350												
Money/Credit Cards	EUR1,000												
Hi-Jack/Kidnap	EUR400 per day up to a maximum EUR40,000												
Cover Requirement	<p>Cover is only operative provided the journey is authorised by your Head of School/ Administrative Area and a travel insurance form has been completed and returned to the Director of Buildings Office, West Chapel, prior to the commencement of the journey.</p> <p>This form must be complete on-line by following the link (on the next page) to the Director of Buildings web pages, on which details of the College insurance programme are set out in full.</p>												
Claims	<p>A claim under the policy should be notified immediately to Ms Patricia Gray at patricia.gray@tcd.ie or to the Director of Buildings Office, West Chapel College.</p> <p>In the event of property loss, the local police should be notified and a statement obtained from them that the matter is noted and will be investigated. Luggage loss, in the custody of an airline and a report obtained from them. All reports, medical certificates, receipts and proof of travel must be retained to support any claim.</p>												
Medical Assistance	<p>FirstAssist Worldwide Emergency Medical Assistance</p> <p>Tel: +44 208 763 3315 Fax: +44 208 763 3035</p> <p>FirstAssist operates 24 hours a day 365 days year. As well as medical assistance the FirstAssist Travellers Helpline will provide the following assistance:</p> <ul style="list-style-type: none">• Advice on replacement of lost or stolen tickets, passport or travel documents• Assistance in liaison with carrier on location of lost luggage items• Emergency message relay to family or business associate where normal channels fail• Referral to Embassy or Consulate where legal consultation is needed• Multi lingual assistance co-ordinators speaking more than 15 languages• A network of doctors and nurses throughout the world. <p>N.B. the services of the FirstAssist Traveller Helpline are to provide advice and assistance only - there is no insurance cover in connection with these services.</p>												

Sample Travel Insurance Form 2008-09

Trinity College Dublin Business Travel Insurance Scheme for persons (excluding students other than Postgraduates) travelling on College business.

The sample form below is for information purposes only. You must complete the form on-line via the Director of Buildings web pages - see link below. *If you are undertaking more than one journey each individual journey must be submitted on a separate form.*

Please follow the attached link to fill in your details: <http://www.tcd.ie/Buildings/insurance.php>

First Name	
Surname	
Staff Number	
Postgraduate Student Number	
School/Department	
Has this trip been authorised by your Head of School/Department?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Head of School/Department	
Age (Between 17 and 75 inclusive)	<input type="checkbox"/> Yes <input type="checkbox"/> No (If "No" then the trip must be declared in writing to Patricia Gray a minimum of 10 days in advance)
Date of Departure	
Date of Return	
Length of Trip (number of days out the country)	
Areas Visited	<input type="checkbox"/> UK <input type="checkbox"/> Europe (excluding the UK) <input type="checkbox"/> Asia <input type="checkbox"/> Africa <input type="checkbox"/> Australasia <input type="checkbox"/> North America <input type="checkbox"/> South America
Please Note: <i><u>No journey will be covered which involves travel to any area where war hostilities or widespread disturbances are or have been in progress or are reported as being imminent.</u></i> <i>Queries should be addressed to patricia.gray@tcd.ie or by telephone at extension 2262.</i>	