

Travel and Subsistence Rates in Ireland and Abroad



Issued by T.C.D. 1 January 2009

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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

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|-------------------------------------|
| WORLD-WIDE SUBSISTENCE RATES |
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| 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 | 52,001.33 | 26,000.67 |
| Elsewhere* | Room plus | 104,002.67 | 52,001.33 |
| 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> | |
| Queries should be addressed to patricia.gray@tcd.ie or by telephone at extension 2262. | |