

## 9.09 Overseas Subsistence Allowances

This policy describes allowances are payable to you when you are on short-term deployment to an overseas location.

- The criteria for payment – Section 1
- Classification of night subsistence allowance based on grade and location – Section 2
- Actual rates payable are available from Central personnel Group
- Special arrangements apply when travelling (Section 2.3) and when staying with friends – Section 2.4
- Special arrangements also apply when you arrive and leave an overseas location – Section 3
- You may also be entitled to a day subsistence allowance – Section 4

**The following terms within this policy are defined in the glossary:**

Night Subsistence Allowance, residual amount, Personal Expenses Allowance, Day Subsistence Allowance

**You may also be interested in the following policies:**

8.07 Pay for Overseas Postings, 9.04 General Guidance on Overseas Posting, 9.06 Administrative Arrangements for Overseas Posting, 9.07 Other Allowances and Grants or Overseas Posts, 9.08 Medical Arrangements at Overseas Post, 9.10 Overseas Posting and Travel, 9.11 Cost of Living Addition for Overseas Posts, 9.12 Financial Liabilities of Staff Who Leave Overseas Post Early

This policy is version 2.0

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

## 9.09 Overseas Subsistence Allowances

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# 9.09 Overseas Subsistence Allowances

## 1 Introduction

Departments must pay overseas subsistence to meet the additional expenses incurred by:

- a. you on short-term visits abroad when the period of duty is not expected to exceed one month; or
- b. you on temporary duty, detached duty or permanent transfer and in receipt of the Cost of Living Addition when you are travelling on official business away from your overseas place of work.

## 2 Night Subsistence Allowance

### 2.1 Classification

2.1.1 Except for the USA and Canada, the two classifications for payment of overseas subsistence are:

Class A - Deputy Principal and above and equivalent grades.

Class B - up to Staff Officer level and equivalent grades.

2.1.2 In the USA and Canada the subsistence classifications are:

Class A (i) - Grade 4 and above.

Class A (ii) - Deputy Principal to Grade 5 level and equivalent grades.

Class B - up to Staff Officer level and equivalent grades.

2.1.3 Where it is necessary, for the proper performance of official duty, for you when you are entitled to Class B overseas subsistence allowance to stay in the same hotel as an officer who is entitled to Class A overseas subsistence allowance, you may, at Departmental discretion, receive the Class A rate.

### 2.2 Rates and Payment

2.2.1 As with night subsistence allowance in the UK, overseas night subsistence allowance covers a complete 24-hour period. It is also payable when a night forms part of a visit of less than 24 hours or part of the last 24 hours of a longer visit. Central Personnel Group, DFP, holds a list of worldwide subsistence rates, supplied by the Foreign and Commonwealth Office. Overseas subsistence allowances are paid on a receipted actuals basis up to a ceiling of the current rate. Personnel and Finance Branches can obtain a breakdown of the constituent elements from CPG.

2.2.2 Payment may continue during authorised weekend home visits to NI, although you will be responsible for any payment of retention of rooms overseas.

2.2.3 Departments may at their discretion pay more than the normal limit if you necessarily incur abnormally high expenses on accommodation and meals (for example due to heavy booking of hotels) or where it is desirable to use more expensive hotels than the standard subsistence rate will allow (perhaps where you are attending international or other high level conferences).

### **2.3 Train, Boat or Plane Journey**

2.3.1 For night journeys, when sleeping provision and meals are covered by the fare, the standard rate is not payable. When meals are not covered by the fare, Departments may reimburse reasonable expenses (including VAT, but excluding alcoholic beverages) incurred on main meals taken during the qualifying period. Gratuities not exceeding 10% of the cost of the meal excluding VAT will also be paid. All claims should be supported by receipts.

### **2.4 Staying with Relatives/Friends**

2.4.1 When you stay with friends or relatives you will automatically be entitled to 10% of the residual amount (in other words the 24 hour rate less the accommodation rate for that location). Should you have to buy any meals or the like while there, you would be entitled to the ceiling of the particular element on a receipted actual basis.

### **2.5 Occupying Vacant Residential Property or Serviced Flat with Cooking/Laundry Facilities**

2.5.1 Over 4 months – COLA and any other relevant allowances.  
Under 4 months - One-third of standard rate.

### **2.6 Free Meals/Accommodation**

2.6.1 Any meals/accommodation with which you are provided at no expense to yourself are not allowable for subsistence allowance. You must, therefore, specify such items on your travel claims form.

### **2.7 Personal Expenses Allowance**

2.7.1 An overseas personal expenses allowance (see Annex 1 for rates) is payable, to assist with laundry costs, telephone calls home, newspapers, and the like for all complete periods of 24 hours for which night subsistence or the allowance for staying with relatives/friends is payable.

### **3 Subsistence on Arrival and Departure from Overseas Post**

#### **3.1 Rates of Subsistence**

3.1.1 Subsistence, on a receipted actual basis, is paid at the following rates:

Officers	Full	
Partner	Two thirds	)
Children	Half	)
Nannies	Half	)

Applicable only to dependants, and similar accompanying you at public expense

Dependants will receive the appropriate percentage of the particular element (for example lunch, dinner or similar.)

#### **3.2 On Departure From NI - Eligibility**

3.2.1 If you necessarily incur hotel expenses at your old NI station prior to departure, subsistence may be paid for up to six nights. If unavoidably, your partner has to travel separately, full, rather than two thirds, subsistence may be paid.

3.2.2 United Kingdom subsistence rates apply (see Travel and Subsistence section) while you are in the United Kingdom.

#### **3.3 On Journeys - Eligibility**

3.3.1 Where journeys between airports and duty stations in NI and the Overseas area would entitle you to subsistence if travelling on official business under the normal rules ('Travel and Subsistence' part of the Handbook) the appropriate subsistence may be paid.

#### **3.4 On Arrival Abroad and Prior to Return to NI**

3.4.1 If, on arrival at any overseas posting, you necessarily incur hotel expenses before moving into your accommodation, subsistence allowance will be paid, in lieu of COLA, at the rates set out in paragraph 3.1.1. Subsistence is not paid for more than 14 nights, but may be extended for a further 14 nights if it is impossible for you to vacate hotel accommodation. When reimbursed under this paragraph you will retain your normal NI salary, but will be regarded as being in receipt of COLA and, if applicable, child provision for the purpose of entitlement to other allowances.

3.4.2 If you necessarily incur hotel expenses at the overseas station immediately before returning to NI, Departments may pay subsistence for up to six nights. If in receipt of Inner London Weighting, it will not be withdrawn during this period.

## **4 Day Subsistence Allowance**

Add 'for reimbursement of additional care costs' for index

4.1 Day subsistence allowances cover a period of more than 5 hours or more than 10 hours absence from a duty station or a balance of more than 5 hours or more than 10 hours after a complete period of 24 hours attracting night subsistence allowance. As in NI, day subsistence allowance is payable only when you are absent from your duty station and necessarily purchase a meal (or meals) at greater cost than if you had been at your permanent station. However, these will be reimbursed on a receipted actuals basis up to the ceiling of the appropriate subsistence element. The detached duty station visited must be more than five miles by the nearest direct route from your usual place of duty at the overseas post. Further guidance may be obtained from the 'Travel and Subsistence' part of the Handbook.

## **ANNEX 1**

### **PERSONAL EXPENSES ALLOWANCES**

**ALL CLASSES**

**£5.15**

This allowance is only payable in conjunction with all complete periods of 24 hours for which Night Subsistence or the allowance for staying with friends or relatives are paid.

Note: The above allowances will be subject to review