

**Reference No:** E109/158/75;      **Date:** 06/11/75

**06/11/1975 LP:- Rate of subsistence allowance payable to Administrative Officers while engaged on official duties abroad**

Dear Personnel Officer

At present, an Administrative Officer on duty abroad is paid subsistence allowance at the Class B rate except when accompanying an officer entitled to the Class A rate, when he (the AO) also may be paid that rate.

Recently, the Administrative Officers' Association claimed that, while on duty abroad, they should be entitled to Class A subsistence whether or not accompanying a senior officer. A summary of the ensuing discussion follows.

"The Association claimed that, when he was engaged on official duties abroad, an Administrative Officer, particularly when unaccompanied, did precisely the same work as, for example, an Assistant Principal. It was, they stated, common practice for Assistant Principal and Administrative Officers to alternate at meetings abroad. In general, the expenses incurred by an Administrative Officer or an Assistant Principal, whether travelling together or separately, were at least the same. Indeed, an officer travelling alone might incur higher expenses as he would be precluded from sharing certain costs.

The Official Side stated that an officer who travelled to a meeting abroad was normally paid subsistence at conference rate and thus his hotel costs were always met in full. The only point at issue was, therefore, whether the meal element paid to an Administrative Officer i.e. two-thirds the normal subsistence rate, should be Class A or Class B rate. In view of the case put forward by the Association the Official Side were prepared to agree that an Administrative Officer who travelled to a meeting abroad on his own should be paid subsistence at the Class A rate. The arrangement would not extend to a journey made for the purpose of (1) attending a training course (2) a familiarisation visit (3) fact-finding or otherwise securing information (4) attending a seminar or meeting held solely to exchange information.

Following discussion it was agreed to recommend that, with effect from 2 May 1970 and subject to the exceptions mentioned in the preceding paragraphs, an Administrative Officer should, in respect of foreign travel, be paid subsistence at the Class A rate."

The agreed recommendation has been accepted and I am to request you therefore to give effect to it from 2 May 1975.

Yours sincerely  
John Whelan