
Foreign Travel Regulations

Valid from 01/01/2017 to date

Foreign Travel Regulations

The Minister of the Interior,

Having regard to the Foreign Travel Decree;

Orders:

Article 1

1. The following definitions are used in this Order:
 - a. *Decree*: Foreign Travel Decree;
 - b. *travel for the purposes of training*: travel as referred to in article 59, paragraph 9 of the General Civil Service Regulations.
2. For the purpose of this Order, the definitions given in article 2 of the Decree apply *mutatis mutandis*.

Article 1a. Train journeys

1. Official trips are undertaken by train if the distance from the departure station to the destination station is less than 500km.
2. The competent authority issues the person concerned with a ticket. The person concerned may purchase his own ticket with the prior written consent of the competent authority. The actual costs incurred will be reimbursed, up to a maximum of the cost of a ticket in the class in which the person concerned is entitled to travel.
3. If a first-class ticket is available for the official trip in question, the person concerned is entitled to travel in first class at the State's expense.

Notwithstanding paragraph 2, persons concerned who are travelling for training purposes are entitled to travel in second class at the State's expense.

Article 1b. Air travel

1. Official trips are undertaken by air if the distance from the departure station to the destination station is more than 500km or if the trip would take more than six hours by train. Official trips of a shorter distance or with a shorter journey time may be undertaken by air if train travel would be so inefficient that that the competent authority deems it to be disproportionately onerous, provided air travel would be efficient.
2. The competent authority issues the person concerned with a ticket. The person concerned may purchase his own ticket with the prior written consent of the competent authority. The actual costs incurred are reimbursed, up to a maximum of the cost of a ticket in the class in which the person concerned is entitled to travel.
3. If the total flight time is less than six hours or if travel is being undertaken for training purposes, the person concerned is entitled to travel in economy class or equivalent at the State's expense.
4. If the total flight time is six hours or more, the person concerned is entitled to travel in business class or equivalent at the State's expense provided a ticket in that class is available for his official trip.

5. If the official trip involves more than one flight, and the total flight time of the longest flight is six hours or more, the person concerned is entitled to travel in business class or equivalent at the State's expense on all the flights provided tickets in that class are available.
6. Without prejudice to paragraphs 3 and 4, a ticket will be issued or reimbursed for a direct flight if available for the official trip. If the flight time of a direct flight is more than six hours, the competent authority may, without prejudice to paragraphs 3 to 5, deviate from the previous sentence if the costs of the indirect flight are at least €350 lower than those of the direct flight, and the journey time is no more than 4 hours longer than the direct flight.
7. The competent authority may allow a person flying economy class or equivalent, of his own accord or at the reasoned request of the person concerned, to claim the cost of using a business lounge at an airport if there are special reasons for doing so.

Article 1c. Exceptions to journeys made by air

1. Notwithstanding article 1b, paragraph 3, the person concerned may only be issued with or reimbursed for a ticket in economy class or equivalent if the purpose of the official trip is to:
 - a. accompany a subject of the law to or from a place outside of the European part of the Netherlands and the person concerned is responsible for accompanying the transport of the subject of the law under article 1 (k) of the Subjects of the Law (Transport) Order, or
 - b. accompany an alien to a place outside the Netherlands, and the person concerned is responsible for accompanying the alien under the Aliens Act 2000 or by virtue of his job, which is to escort aliens.
2. The competent authority may deviate from articles 1a and 1b should the person concerned be accompanying a minister, state secretary or members of the States General on an official trip made by him by virtue of his office.

Article 1d. Compensation for delays

Entitlements to compensation from a travel company on account of delays during official travel accrue to the State. The person concerned must afford the competent authority the cooperation that may reasonably be expected of him in enforcing such claims.

Article 1e. Loyalty programmes

Benefits gained from loyalty programmes arising directly from official travel accrue to the State, unless the person concerned, having regard to the competent authority's instructions, uses them for subsequent official travel.

Article 2. Own motorised vehicle for the part of the trip within the European part of the Netherlands

1. The allowance for the use of an own motorised vehicle as referred to in article 7 (a) of the Decree is €0.37 per kilometre.
2. The allowance for the use of an own motorised vehicle as referred to in article 7 (b) of the Decree is €0.09 per kilometre. This allowance is increased by €0.09 per kilometre for each person concerned travelling in the context of the official trip as a passenger in the vehicle, up to a maximum of €0.37 per kilometre.

Article 2a

1. The part of the allowance referred to in article 2 exceeding the amount per kilometre that may be reimbursed tax free serves partly to reimburse kilometres that, under the Domestic Travel Decree, Foreign Travel Decree, Commuting Costs Decree 1989, other regulations deriving from them or otherwise, can additionally be reimbursed tax free.

2. Paragraph 1 is applied by calendar year.
3. In the event of early termination of employment during a calendar year, any salaries tax and national insurance contributions due after paragraph 1 has been applied must be withheld no later than the calendar month following the calendar month in which employment ended.
4. When applying paragraphs 1 and 2, the allowances referred to in articles 2, 3 and 4 will serve as advance payments.
5. The definitive amounts of the allowances referred to in paragraph 4 are determined once the calendar year in question has ended.
6. The salaries tax and national insurance contributions due on the excess portion of the allowances paid in the calendar year in question must be calculated by adding all kilometres actually travelled on official trips to all kilometres travelled between home and work for which an allowance has been awarded in accordance with article 11, paragraph 4, article 12 and article 13 of the 1989 Commuting Costs Regulations.

Article 3. Subsistence costs

1. Calculations for the reimbursement of subsistence costs referred to in article 10, paragraph 2 of the Decree are based on the list of rates for different regions in schedule I to this Order, on the understanding that:
 - a. article 5 of the Domestic Travel Regulations applies *mutatis mutandis* to any part of an official trip conducted within the European part of the Netherlands lasting four hours or more that connects with a journey, or part of a journey, made by boat or air;
 - b. if when travelling, other than by air or boat, no accommodation costs need be incurred for one or more parts of the journey, these parts can be combined with a preceding or subsequent part of the journey, so that the rate applicable in that case can be applied.
2. The reimbursement of subsistence costs will be composed of:
 - a. an allowance for minor expenses (hourly component) of 1.5% of the amount for other costs specified in the list of rates referred to in paragraph 1 for each hour of official travel;
 - b. reimbursement of the actual costs of accommodation (accommodation component) up to the maximum amount per night specified in the list of rates referred to in paragraph 1, on the understanding that if no supporting document can be submitted to demonstrate that accommodation costs were incurred at an establishment intended for the purpose, an amount of €11.34 will be reimbursed for each night's accommodation up to a maximum of four nights per official trip;
 - c. an allowance for breakfast of 12% of the amount for other costs specified in the list of rates referred to in paragraph 1 for each period between 06.00 to 08.00 during the official trip;
 - d. an allowance for lunch (lunch component) of 20% of the amount for other costs specified in the tariff list referred to in paragraph 1 for each period between 12.00 and 14.00 during the official trip;
 - e. an allowance for dinner (dinner component) of 32% of the amount for other costs specified in the list of rates referred to in paragraph 1 for each period between 18.00 and 21.00 during the official trip.
3. The allowances referred to in paragraph 2 under c, d and e may only be claimed if costs were incurred for breakfast, lunch or dinner at an establishment intended for that purpose.
4. If a supporting document is submitted for the costs of accommodation and breakfast that does not show which part of the costs were for accommodation and which part for breakfast, the costs shown on the document will be reimbursed as long as they do not exceed the sum of the allowances referred to in paragraph 2 under b and c.
5. This article does not apply to subsistence costs whose reimbursement is provided for by article 4.

Article 4. Subsistence costs in the event of a lengthy stay abroad

1. If the person concerned is on an official trip lasting over 60 days in order to perform temporary duties at or from a specific location outside the European part of the Netherlands, his entitlement to the reimbursement of subsistence costs relating to his temporary stay at or near this location will consist, in any event as of the 61st day of his trip, or earlier if the competent authority believes this would be appropriate, of the following amounts:
 - a. half of the allowances for costs incurred for minor expenses, breakfast, lunch and dinner as referred to in article 3, paragraph 2 under a, c, d and e;
 - b. reimbursement of actual accommodation costs, not exceeding the amount for the accommodation component referred to in article 3, paragraph 2.
2. A visit home as referred to in article 9 of the Decree does not constitute an interruption of official travel.

Article 4a. Tickets and bookings

1. Tickets and bookings for overnight accommodation for official travel must be applied for as soon as possible by the person concerned or, with the prior written permission of the competent authority, respectively bought or made by him as soon as possible, but in any case no later than 21 calendar days before departure. If this is not possible, the person concerned must explain why in writing to the competent authority.
2. Tickets are issued or reimbursed for travel on a predetermined date. If special circumstances give cause to do so, the competent authority may of his own accord or in response to a timely, written and reasoned request by the person concerned permit the purchase or reimbursement of an undated ticket.
3. The competent authority can indicate to the person concerned which facility or facilities should be used for overnight stays.

Article 5. Clothing costs

The allowance referred to in article 12 of the Decree amounts to half of the costs necessarily incurred, in the opinion of the competent authority, for acquiring clothing and equipment. Each calendar year, the allowance for clothing and equipment is set at a maximum of €453.78, made up of €226.89 for locations with a tropical climate and €226.89 for locations with a polar climate. Some of these locations are listed in schedule II to this Order.

Article 6. Loss, theft of or damage to luggage

The maximum amount reimbursed for the costs of the loss or theft of or damage to luggage as referred to in article 13, paragraph 2 of the Decree is €2,268.90 per official trip.

Article 6a. Extension for private purposes

1. It is permitted to extend official trips for private purposes, on condition that:
 - a. the person concerned submits a request in writing and the competent authority approves it before departure;
 - b. the extension is for a maximum of 72 hours;
 - c. the extension is at the beginning or end of the official trip, and
 - d. any additional costs for travel and accommodation are borne by the person concerned and any savings accrue to the State.
2. The extension of official trips for private purposes at the start of the official trip is not permitted when the person concerned departs, with the permission of the competent authority, earlier than necessary in view of the tasks he will be carrying out in order to recuperate from the journey or to acclimatise to local conditions.

3. Extending an official trip for private purposes is not permitted where Our Minister has designated a category of officials who are not eligible to extend that official trip.

Article 6b. Transitional provisions

Article 1b, paragraph 2 to paragraph 5, and article 4a, paragraph 1 do not apply to tickets issued to or booked for the person concerned by the competent authority.

Article 7. Entry into force

This Order will be published in the Government Gazette with explanatory notes and enter into force on 1 October 1994.

Article 8. Short title

This Order may be cited as the Foreign Travel Regulations.

The Hague, 12 September 1994

H.A.P.M. Pont
Director General for Management and Personnel Policy
For the Minister of the Interior

Schedule I., pertaining to article 3, paragraph 1 of the Foreign Travel Regulations

Check the current maximum amounts that can be reimbursed for accommodation costs and other costs by country or region on Rijkspotaal or at www.wetten.nl.

Schedule II. Locations with a polar climate and locations with a tropical climate

I. Regions with a polar climate in the winter

Canada: Edmonton, Montreal, Ottawa, Quebec, Toronto
China: Beijing
Finland: Helsinki
Greenland: Nuuk
Iceland: Reykjavik
North and South Pole
Norway: Oslo
Poland: Warsaw
Republic of Korea (South Korea): Seoul
Russian Federation: Moscow, St Petersburg
Sweden: Stockholm
Ukraine: Kyiv
United Kingdom: Falkland Islands
United States: Chicago

II. Locations with a tropical climate all year or almost all year

Angola: Luanda

Aruba
Bahamas: Nassau
Bangladesh: Chittagong, Dhaka
Barbados: Bridgetown
Belize: Belmopan
Benin: Cotonou
Bolivia: Santa Cruz
Bonaire: Kralendijk
Brazil: Rio de Janeiro, São Paulo
Burkina Faso: Ouagadougou
Burundi: Bujumbura
Cambodia: Phnom Penh
Cameroon: Douala, Yaoundé
Colombia: Barranquilla
Costa Rica: San José
Côte d'Ivoire: Abidjan
Cuba: Havana
Curaçao: Willemstad
Democratic Republic of the Congo: Kinshasa
Djibouti: Djibouti City
Dominican Republic: Santo Domingo
Ecuador: Guayaquil
El Salvador: San Salvador
French Guiana: Cayenne
Gabon: Libreville
Ghana: Accra
Guatemala: Guatemala City
Guyana: Georgetown
Haiti: Port-au-Prince
Honduras: Tegucigalpa
Hong Kong: Hong Kong
India: Mumbai, Kolkata, Chennai, New Delhi, Trivandrum
Indonesia: Jakarta
Iraq: Baghdad
Jamaica: Kingston
Kenya: Mombasa, Nairobi
Kuwait: Kuwait
Laos: Vientiane
Liberia: Monrovia
Madagascar: Antananarivo
Malaysia: Borneo, Kuala Lumpur, Malacca
Mali: Bamako
Martinique: Fort-de-France
Mexico: Acapulco
Mozambique: Maputo
Myanmar: Rangoon
Nicaragua: Managua
Nigeria: Lagos
Oman: Muscat
Pakistan: Karachi
Panama: Panama City
Paraguay: Asunción
Philippines: Manila
Puerto Rico: San Juan
Saba: The Bottom
Saudi Arabia: Jeddah, Riyadh
Senegal: Dakar
Sierra Leone: Freetown
Singapore: Singapore
St Eustatius: Oranjestad

St Maarten: Philipsburg
Somalia: Mogadishu
Sri Lanka: Colombo
Sudan: Khartoum
Suriname: Paramaribo
Tanzania: Dar es Salaam
Thailand: Bangkok
Trinidad: Piarco, Port of Spain
Venezuela: Caracas
Uganda: Kampala
United Arab Emirates: Abu Dhabi, Dubai
United States: Hawaii, Miami
Vietnam: Ho Chi Minh City
Zambia: Lusaka

III. *Regions with a tropical climate from May to September inclusive*

Algeria: Algiers
Egypt: Cairo
Lebanon: Beirut
Libya: Tripoli
Tunisia: Tunis

III. *Regions with a tropical climate from September to March inclusive*

Argentina: Buenos Aires
Peru: Lima
South Africa: Cape Town
Uruguay: Montevideo