

# Rule No. 969 on business trip expenses to be amended (1/38/19)

The Finance Ministry's proposals for amending the Cabinet of Ministers' Rule No. 969 were announced at a meeting of state secretaries on 18 July 2019. This article explores some of the proposals to be debated soon.

## The rationale behind the amendments

An annotation to the proposals explains the need to consider how inflation rates and the cost of goods and services have changed since Rule No. 969 was issued in 2002, as well as considering percentage increases in daily allowances, and the need to revise the allowances for business trips and on-the-job travel not only within Latvia but also abroad.

## Proposed amendments across Latvia

### 1) A business trip order

The proposals provide for replacing the traditional hard copy order with an electronic document, assuming that a signatory authorised by the entity's CEO has duly approved the document with their electronic signature.

### 2) Public transport fares

Increased public transport fares (especially on assignments from other Latvian municipalities to Riga) suggest that the reimbursement equal to 30% of daily allowance does not cover the actual public transport fares, leading to a proposed increase in this reimbursement to 50%.

### 3) Daily allowance

It is proposed to increase the current Latvian daily allowance of 6 euros. The Finance Ministry suggests revising it up to 16 euros.

### 4) Hotel accommodation reimbursement in Riga and elsewhere

It is also proposed to revise the hotel reimbursement rates according to supporting documents presented to the employer. The current staff hotel reimbursement is capped at 57 euros per night in Riga and 43 euros elsewhere, to be raised to 100 and 60 euros respectively.

## Daily allowances on foreign business trips

The Finance Ministry also suggests revising the daily allowances and hotel rates for persons going on foreign business trips to reflect the changes to fees charged by foreign service providers. And Schedule 1 to Rule No. 969 now includes 13 more countries (marked red).

The table gives a brief overview of the proposed rate increases:

No.	Country or territory	Daily allowance (compensation for extra cost) in euros		Hotel rate		
		Current amount	Proposed amendment	Currency	Current amount	Proposed amendment
1	2	3.1	3.2	4	5.1	5.2
1	Afghanistan	40		US dollar	230	
2	Albania		33	US dollar		150
3	Algeria		40	US dollar		150
4	US (New York)	40	60	US dollar	300	
5	US (excluding New York)	40	60	US dollar	250	
6	US (Virginia)	29	40	US dollar	120	150
7	Andorra	40	50	euro	150	
8	United Arab Emirates		50	euro		200
9	Australia	46	50	Australian dollar	300	
10	Austria	46	50	euro	150	200
11	Azerbaijan	29	40	euro	150	
12	Bahrain		50	euro		200
13	Belarus	29	30	US dollar	140	
14	Belgium	40	60	euro	200	250
15	Bosnia and Herzegovina	29	35	euro	100	120
16	Brazil		50	euro		220
17	Bulgaria	29	35	euro	130	150
18	Czech Republic	35	40	euro	150	170
19	Denmark	46	60	Danish krone	1,300	1,650
20	South Korea	29	52	US dollar	150	250
21	Egypt	29	30	US dollar	230	
22	France	57	60	euro	200	250
23	Gibraltar	35		Pound sterling	60	
24	In Greenland	46		euro	170	
25	Greece	46	55	euro	170	200
26	Georgia	23	30	US dollar	160	
27	Guatemala	29	35	US dollar	120	
28	Croatia	29	40	euro	130	
29	Estonia	29	40	euro	100	120
30	India	40		US dollar	370	
31	Iraq	29	40	US dollar	120	150
32	Iran	29	35	US dollar	120	150
33	Iceland	57	65	euro	220	250
34	Italy	46	60	euro	220	300
35	Israel	40	60	US dollar	250	270
36	Ireland	52	60	euro	190	260
37	Japan	52	70	US dollar	280	300
38	New Zealand	74		Australian dollar	250	280
39	Yemen		50	euro		200
40	Canada	40	50	Canadian dollar	180	270
41	Qatar		50	euro		200
42	Kazakhstan	29	30	euro	160	
43	Kenya	37	40	US dollar	200	
44	Cyprus	29	46	euro	120	170

45	Kyrgyzstan	29	30	euro	160	
46	Kosovo	35		euro	120	
47	Russia (Moscow and St Petersburg)	46		euro	270	
48	Russia (excluding Moscow and St Petersburg)	29	35	euro	190	
49	Kuwait	35	50	euro	150	200
50	China (Beijing, Shanghai, Shenzhen, Guangzhou, Guangzhou)	32	45	euro	190	200
51	China (Hong Kong, Macao)	40	55	euro	200	250
52	China (excluding Hong Kong, Macao, Beijing, Shanghai, Shenzhen, Guangzhou, Guangzhou)	29	35	euro	180	
53	Liberia	29	50	US dollar	120	
54	Great Britain	63	65	Pound sterling	280	330
55	Lithuania	29	30	euro	100	120
56	Liechtenstein	52	60	Swiss franc	180	280
57	Luxembourg	40	60	euro	200	280
58	Malta	29	45	euro	100	170
59	Morocco	29	40	US dollar	230	
60	Montenegro	35	40	euro	120	
61	Moldova	29	30	euro	120	
62	Monaco	40	50	euro	150	170
63	Mongolia		35	euro		170
64	Netherlands	46	60	euro	150	200
65	Norway	52	65	Norwegian krone	1,400	2,000
66	Oman		50	euro		200
67	Poland	29	35	euro	130	150
68	Portugal	40	50	euro	150	200
69	Romania	35		euro	150	
70	San Marino		40	euro		150
71	Saudi Arabia		50	euro		200
72	Serbia	35	40	euro	120	160
73	Singapore	35	50	US dollar	150	200
74	Slovakia	29	35	euro	130	160
75	Slovenia	29	35	euro	130	
76	Finland	46	55	euro	180	220
77	Spain	40	50	euro	160	170
78	Switzerland	52	60	Swiss franc	280	320
79	Tajikistan	29	40	euro	160	
80	Tunisia	29	30	US dollar	230	
81	Turkey	35		euro	160	
82	Turkmenistan		40	euro		180
83	Ukraine	35		euro	200	
84	Hungary	29	35	euro	130	160
85	Uzbekistan	29	40	euro	230	160
86	Germany (Hamburg and Munich)	46	50	euro	170	220
87	Germany (excluding Hamburg and Munich)	46	50	euro	170	180
88	Vietnam		35	euro		170
89	Northern Macedonia	35		euro	120	140
90	Sweden	40	50	euro	220	260

91	Other countries	29	30	US dollar	150
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