



**DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA**

Private Bag X916, Pretoria, 0001. Tel: (012) 314 7911, Fax: (012) 314 7020 or (012) 314 7267
Private Bag X9148, Cape Town, 8000. Tel: (021) 462 2238. Fax: (021) 462 2299

Inquiries: Mr MS Mashele
Tel: 314 7026
Ref: 1/6/9

30 April 2002

TO THE HEADS OF ALL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS

SPECIAL DAILY ALLOWANCE: TRINIDAD AND TOBAGO

1. The Minister for the Public Service and Administration has, in terms of section 3(3) of the Public Service Act, 1994, as amended, read with Part V/E.2(a) of the Public Service Regulations, 2001, made a determination that with effect from 1 May 2002, the special daily allowances for official visits to Trinidad and Tobago be revised as contained in the attached Annexure. The Financial Manual for the calculation and the application of the special daily allowances for official visits abroad will be amended in due course.
2. Treasury approval under reference SM 25/70 dated 25 April 2002 was obtained for the expenses resulting from the above recommendation, on condition that the expenditure be met from the various existing departmental budgets.


DIRECTOR GENERAL
FOR

EXPENDITURE ON ACCOMMODATION THAT MAY BE REFUNDED AND SPECIAL ALLOWANCE THAT MAY BE PAID

The following expenditure on accommodation may be refunded to an officer or employee and the special allowance indicated may be paid to him or her while he or she is absent from his or her headquarters on official duty abroad:

When expenditure on accommodation is wholly met from public funds

In the case of -

(a)

(b)

HEAD OF DEPARTMENTS
MENTIONED IN THE FIRST
SCHEDULE OF THE PUBLIC
SERVICE ACT, 1994 OR
OFFICERS OR EMPLOYEES
(IRRESPECTIVE OF RANK)
ACCOMPANYING A MINISTER OR
DEPUTY MINISTER

OTHER OFFICERS OR
EMPLOYEES

Country

(aa) Hotel expenses, dry
cleaning and laundering;
plus

(aa) Hotel expenses, dry
cleaning and laundering;
plus

(bb) a special daily allowance

(bb) a special daily
allowance

TRINIDAD & TOBAGO

168 US \$

127 US \$