



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

Private Bag X916, Pretoria, 0001. Tel: (012) 314 7911, Fax (012) 323 2386 or (012) 324 5616
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5140, Fax: (021) 462 2299

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

TO THE HEADS OF ALL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS

SPECIAL DAILY ALLOWANCE: LAOS AND MONGOLIA

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 November 2003, the special daily allowances for official visits to Laos and Mongolia be established 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 14 October 2003 was obtained for the expenses resulting from the above recommendation, on condition that the expenditure be met from the various existing departmental budgets.

Ms M. S. Mashele
DIRECTOR GENERAL

DATE: 17/10/2003

ANNEXURE

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 (bb) a special daily allowance	(aa) Hotel expenses, dry cleaning and laundering; plus (bb) a special daily allowance
LAOS	91 US \$	68 US \$
MONGOLIA	63 US \$	47 US \$