



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

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**TO THE HEADS OF ALL DEPARTMENTS AND PROVINCIAL
ADMINISTRATIONS**

**(FOR ATTENTION: ALL HR MANAGERS/HEADS OF CORPORATE
SERVICES/CHIEF FINANCIAL OFFICERS)**

**REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS
ABROAD**

- 1 The Minister for the Public Service and Administration has in terms of section 3 (3) (c) of the Public Service Act, 1994, as amended, read with Regulation E.2 (a) of Chapter 1, Part V of the Public Service Regulation, 2001 determined with effect from 1 November 2005 that the special daily allowances for official visits abroad be revised and established as set out in the amended Annexure A to the Financial Manual (attached). Par. 8 of the Financial Manual, also attached, has been amended as well.
2. Treasury approval under reference SM 25/70 dated 31 October 2005 has been obtained for the expenditure related to the revisions. The expenditure should be met from the existing departmental budgets.

FOR

DIRECTOR-GENERAL

ANNEXURE A

ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC

1. When expenditure on accommodation is wholly met from public funds an employee is compensated on the following basis:

1.1. In the case of official visits to the countries listed in the table hereunder:

1.1.1. The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and

1.1.2. A special daily allowance to compensate for the employee's three meals (breakfast, lunch and dinner) and incidental expenses (e.g. reading matter, private telephone calls, soft drinks which do not form part of meals, etc).

1.2. In the case of official visits to the countries not listed in the table hereunder:

1.2.1. The reasonable actual expenses in respect of accommodation, dry cleaning, and laundering;

1.2.2. The reasonable actual costs of three meals; and

1.2.3. A special daily allowance, equal to the special daily allowance for local official visits when actual expenses are claimed, to defray incidental expenses (reading matter, private telephone calls, soft drinks which do not form part of meals, etc). This allowance is currently R61 per day and is revised with effect from 1 April every year.

2. The amounts set out in the table hereunder are maximum amounts. Therefore when accommodation expenditure and related expenses are wholly or partially sponsored by a donor or sponsor, or where part of the meals (e.g. breakfast included in hotel accommodation expenses) is paid by the Employer, the payment of a reduced special daily allowance must be considered.

Due to the above, it is advisable to have a departmental policy on the payment of such reduced amounts. In the formulation of such policy, departments are strongly advised to consider the following breakdown of the special daily allowance to determine the reduced special daily allowance to be paid:

2.1 Incidental expenses (15%)

2.2 Breakfast (20%)

2.3 Lunch (20%)

2.4 Dinner (45%)

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Albania	Euro	88	66
Algeria	US \$	167	126
Angola	US \$	174	131
Antigua and Barbuda	US \$	200	151
Argentina	US \$	41	31
Armenia	US \$	254	191
Austria	Euro	98	74
Australia	A \$	135	102
Azabaijani	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus	US \$	137	104
Belgium	Euro	101	76
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia	US \$	43	33
Bosnia-Herzegovina	Euro	65	49
Botswana	Pula	312	235
Brazil	US \$	71	53
Brunei Darussalam	US \$	73	55
Bulgaria	Euro	63	48
Burkina Faso	Euro	87	65
Burundi	US \$	125	94
Cambodia	US \$	82	62
Cameroon	Euro	91	69
Canada	C \$	128	96
Cape Verde Islands	Euro	64	48
Central African Republic	Euro	87	66
Chad	Euro	89	67
Chile	US \$	69	52
Colombia	US \$	73	55

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Comoro Island	Euro	73	55
Cook Islands	New Zealand \$	138	104
Costa Rica	US \$	56	42
Croatia	Euro	76	58
Cuba	US \$	98	74
Cyprus	Euro	80	60
Czech Republic	Euro	58	44
Democratic Republic of Congo	US \$	175	132
Denmark	Euro	145	109
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	70	53
Egypt	US \$	76	57
El Salvador	US \$	73	55
Equatorial Guinea	Euro	90	68
Eritrea	US \$	96	72
Estonia	Euro	75	57
Ethiopia	US \$	59	45
Fiji	Fijian \$	182	137
Finland	Euro	112	85
France	Euro	105	79
Gabon	Euro	178	134
Gambia	Euro	81	61
Georgia	US \$	237	179
Germany	Euro	96	72
Ghana	US \$	77	58
Greece	Euro	93	70
Grenada	US \$	137	103
Guatemala	US \$	77	58
Guinee	Euro	58	43
Guinee Bissau	Euro	48	36
Guyana	US \$	107	81
Haiti	US \$	99	75
Honduras	US \$	61	46
Hong Kong	Hong Kong \$	911	687

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Hungary	Euro	67	51
Iceland	Norwegian Kroner	1,451	1,094
India	US \$	84	63
Indonesia	US \$	78	59
Iran	US \$	61	46
Iraq	US \$	114	86
Ireland	Euro	112	85
Israel	US \$	111	84
Italy	Euro	94	71
Ivory Coast	Euro	104	78
Jamaica	US \$	137	104
Japan	Yen	14,836	11,188
Jordan	US \$	103	78
Kazakhstan	US \$	140	106
Kenya	US \$	58	44
Kiribati	Australian \$	212	160
Korea	WON	124,785	94,100
Kuwait (State of)	US \$	109	82
Kyrgyzstan	US \$	88	66
Laos	US \$	91	68
Latvia	Euro	67	50
Lebanon	US \$	103	77
Lesotho	Rand	439	331
Liberia	US \$	88	67
Libya	US \$	69	52
Lithuania	Euro	140	106
Macao	Hong Kong \$	1,087	820
Macedonia (Former Yugoslav)	Euro	91	68
Madagascar	Euro	61	46
Madeira	Euro	264	199
Malawi	US \$	89	67
Malaysia	Ringgit	224	169
Maldives	US \$	184	139
Mali	Euro	92	69
Malta	Euro	120	91

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Marshall Islands	US \$	232	175
Mauritania	Euro	104	79
Mauritius	US \$	129	97
Mexico	US \$	72	54
Moldova	US \$	150	113
Mongolia	US \$	63	48
Morocco	US \$	96	72
Mozambique	US \$	55	41
Myanmar (Burma)	US \$	67	51
Namibia	Namibian \$	471	355
Nauru	Australian \$	242	183
Nepal	US \$	58	43
Netherlands	Euro	90	68
New Zealand	New Zealand \$	135	102
Nicaragua	US \$	59	45
Niger	Euro	90	67
Nigeria	US \$	110	83
Niue	New Zealand \$	204	154
Norway	Norwegian Kroner	1,428	1,077
Oman	Rials Omani	44	33
Pakistan	US \$	45	34
Palau	US \$	241	182
Panama	US \$	83	62
Papua New Guinea	Kina	259	195
Paraguay	US \$	39	29
People's Republic of China (Beijing)	US \$	143	108
Peru	US \$	79	60
Philippines	US \$	57	43
Poland	Euro	77	58
Portugal	Euro	77	58
Qatar	Qatar Riyals	349	263
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania	Euro	53	40

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Russia	US \$	165	125
Rwanda	US \$	89	67
Samoa	Tala	157	118
Sao Tome	Euro	105	79
Saudi-Arabia	Saudi Riyal	306	231
Senegal	Euro	113	85
Serbia and Montenegro (Former Yugoslavia)	Euro	103	78
Seychelles	Rupee	5,559	4,192
Sierra Leone	US \$	82	62
Singapore	Singapore \$	140	106
Slovakia	Euro	50	38
Slovenia	Euro	54	40
Solomon Islands	US \$	312	235
Spain	Euro	82	62
Sri Lanka	US \$	52	39
St Kitts & Nevis	US \$	206	156
St Lucia	US \$	195	147
St Vincent & the Grenadines	US \$	170	128
Sudan	US \$	110	83
Suriname	US \$	97	73
Swaziland	Rand	374	282
Sweden	Swedish Krona	766	578
Switzerland	S Franc	173	130
Syria	US \$	80	60
Taiwan	US \$	82	62
Tajikistan	US \$	106	80
Tanzania	US \$	52	39
Thailand	Baht	2,017	1,521
Togo	Euro	71	54
Tonga	Pa'anga	237	179
Trinidad & Tobago	US \$	194	146
Tunisia	Tunisian Dinar	99	74
Turkey	US \$	92	70

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Turkmenistan	USA \$	114	86
Tuvalu	Australian \$	288	217
Uganda	US \$	60	45
Ukraine	Euro	86	65
United Arab Emirates	Dirhams	373	281
United Kingdom	Pounds Sterling	86	65
Uruguay	US \$	53	40
USA	US \$	110	83
Uzbekistan	US \$	74	56
Vanuatu	US \$	124	93
Venezuela	US \$	78	59
Vietnam	US \$	51	39
Yemen	US \$	85	64
Zambia	US \$	67	51
Zimbabwe	US \$	69	52