



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

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

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

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

1. Following the of special daily allowance in respect of certain countries for official visits abroad in March 2008, the Minister for Public Service and Administration has in terms of section 3(5)(a) of the Public Service Act, 1994, as amended, read with Part V/E. 2(a) of the Public Service Regulations, 2001, determined with effect from 01 September 2008 that-
  - 1.1. the special daily allowances for official visits abroad be revised in respect of the identified countries depicted on the attached Annexure.
  - 1.2. that with due consideration to concerns on the removal of Zimbabwe from the list of listed countries in the March 2008 review, that officials visiting Zimbabwe be allowed an advance amount of US\$ 240 per day with effect from 01 September 2008. Additional expenditure incurred above the advance amount to be reimbursed as part of claims for actual expenditure
2. The Financial Manual for the calculation and the application of the special daily allowances for official visits abroad will be amended in due course.
3. Expenditure in respect of this adjustment must be accommodated within the existing departmental budget allocations.

  
**DIRECTOR-GENERAL**

**DATE: 05/09/2008**