

ANNEXURE A

**ACCOMMODATION ON OFFICIAL JOURNEYS
OUTSIDE THE REPUBLIC OF SOUTH AFRICA**

ANNEXURE A

ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC

NOTE: PLEASE ALSO CHECK CIRCULARS ON *the dpsa website* FOR THE LATEST ADJUSTMENTS BEFORE IMPLEMENTING THE ALLOWANCES IN THE TABLE HEREUNDER

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 R74.00 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	Euro	124	93
Angola	US \$	174	131
Antigua and Barbuda	US \$	200	151
Argentina #	US \$	68	52
Armenia	US \$	254	191
Austria	Euro	98	74
Australia	A \$	159	120
Azerbaijani	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus	Euro	106	80
Belgium	Euro	113	86
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia	US \$	48	36
Bosnia-Herzegovina #	Euro	102	77
Botswana #	Pula	726	547
Brazil #	US \$	121	91
Brunei	US \$	80	60
Bulgaria#	Euro	81	61
Burkina Faso	Euro	91	69
Burundi	US \$	125	94
Cambodia	US \$	82	62
Cameroon	Euro	91	69
Canada	C \$	142	107
Cape Verde Islands #	Euro	80	60
Central African Republic	Euro	87	66
Chad	Euro	110	83
Chile	US \$	95	72
Colombia	US \$	85	64

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
Comoros	Euro	77	58
Cook Islands	New Zealand \$	355	268
Cote D'Ivoire	Euro	113	86
Costa Rica	US \$	56	42
Croatia	Euro	95	72
Cuba	Euro	97	73
Cyprus #	Euro	105	79
Czech Republic	Euro	73	55
Democratic Republic of Congo	US \$	175	132
Denmark #	Euro	168	127
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	84	63
Egypt #	US \$	82	61
El Salvador	US \$	73	55
Equatorial Guinea	Euro	118	89
Eritrea	US \$	96	72
Estonia #	Euro	83	63
Ethiopia	US \$	59	45
Fiji #	US \$	91	69
Finland #	Euro	127	96
France #	Euro	135	101
Gabon #	Euro	207	156
The Gambia #	Euro	100	76
Georgia	US \$	237	179
Germany	Euro	97	73
Ghana	Euro	100	75
Greece #	Euro	104	78
Grenada	US \$	137	103
Guatemala	US \$	77	58
Guinea	Euro	71	54
Guinee Bissau	Euro	54	41
Guyana	US \$	107	81
Haiti	US \$	99	75
Honduras	US \$	61	46
Hong Kong	Hong Kong \$	909	685

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	73	55
Iceland	ISK	27,564	20,786
India #	US \$	126	95
Indonesia	US \$	78	59
Iran	US \$	61	46
Iraq	US \$	114	86
Ireland #	Euro	212	160
Israel	US \$	111	84
Italy	Euro	109	82
Jamaica	US \$	137	104
Japan #	Yen	16,694	12,589
Jordan	US \$	116	87
Kazakhstan	US \$	94	71
Kenya	US \$	93	70
Kiribati	Australian \$	212	160
Korea #	WON	132,340	99,797
Kuwait (State of) #	US \$	138	104
Kyrgyzstan	US \$	178	134
Laos	US \$	91	68
Latvia	Euro	67	50
Lebanon #	US \$	109	82
Lesotho #	RSA Rand	682	514
Liberia	US \$	88	67
Libya #	US \$	101	76
Lithuania	Euro	140	106
Macao	Hong Kong \$	1,087	820
Macedonia (Former Yugoslav)	Euro	91	68
Madagascar	Euro	97	73
Madeira	Euro	264	199
Malawi #	US \$	64	49
Malaysia	US \$	280	211
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	162	122
Mauritius #	US \$	195	147
Mexico	US \$	78	59
Moldova	US \$	150	113
Mongolia	US \$	63	48
Montenegro #	Euro	99	75
Morocco	US \$	96	72
Mozambique	US \$	63	47
Myanmar (Burma)	US \$	67	51
Namibia #	RSA Rands	600	453
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands	Euro	115	87
New Zealand	New Zealand \$	145	109
Nicaragua	US \$	59	45
Niger	Euro	90	67
Nigeria	US \$	110	83
Niue	New Zealand \$	229	173
Norway	NOK	1,497	1,129
Oman	Rials Omani	50	37
Pakistan	US \$	48	37
Palau	US \$	229	173
Panama	US \$	98	74
Papua New Guinea	Kina	259	195
Paraguay	US \$	39	29
People's Republic of China	US \$	143	108
Peru	US \$	101	76
Philippines	US \$	84	63
Poland	Euro	88	67
Portugal #	Euro	103	78
Qatar	Qatar Riyals	475	358
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania	Euro	71	54

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	Euro	140	105
Rwanda	US \$	108	82
Samoa	Tala	221	166
Sao Tome	Euro	78	59
Saudi-Arabia #	Saudi Riyals	392	296
Senegal #	Euro	136	102
Serbia #	Euro	86	65
Seychelles #	Euro	250	188
Sierra Leone	US \$	82	62
Singapore	Singapore \$	164	124
Slovakia #	Euro	74	56
Slovenia	Euro	66	50
Solomon Islands	Solomon Islands \$	737	555
Spain	Euro	99	74
Sri Lanka	US \$	67	50
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	209	158
Syria #	US \$	89	67
Taiwan #	New Taiwan \$	3,298	2,487
Tajikistan	US \$	106	80
Tanzania	US \$	77	58
Thailand #	Thai Baht	2,773	2,091
Togo	Euro	71	54
Tonga	Pa'anga	158	119
Trinidad & Tobago	US \$	194	146
Tunisia	Tunisian Dinar	98	74
Turkey	US \$	114	86

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 \$	308	232
Uganda #	US \$	71	54
Ukraine #	Euro	119	90
United Arab Emirates	Dirhams	373	281
United Kingdom	B Pounds	97	73
Uruguay	US \$	83	62
USA #	US \$	143	108
Uzbekistan	US \$	105	79
Vanuatu	US \$	119	90
Venezuela	US \$	106	80
Vietnam #	US \$	80	60
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe		See Attached Circular	

Definition of Symbols

Revised on 1 September 2008