

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 R67.50 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	65	49
Botswana	Pula	312	235
Brazil # *	US \$	131	99
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	87	66
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	80	60
Czech Republic *	Euro	73	55
Democratic Republic of Congo	US \$	175	132
Denmark	Euro	145	109
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador *	US \$	84	63
Egypt *	US \$	92	69
El Salvador	US \$	73	55
Equatorial Guinea *	Euro	118	89
Eritrea	US \$	96	72
Estonia	Euro	75	57
Ethiopia	US \$	59	45
Fiji	Fijian \$	182	137
Finland	Euro	124	93
France #	Euro	135	101
Gabon	Euro	178	134
Gambia #	Euro	98	74
Georgia	US \$	237	179
Germany	Euro	97	73
Ghana #	Euro	100	75
Greece	Euro	100	76
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 \$	84	63
Indonesia	US \$	78	59
Iran	US \$	61	46
Iraq	US \$	114	86
Ireland	Euro	119	90
Israel	US \$	111	84
Italy # *	Euro	109	82
Jamaica	US \$	137	104
Japan	Yen	14,836	11,188
Jordan *	US \$	116	87
Kazakhstan *	US \$	94	71
Kenya # *	US \$	93	70
Kiribati	Australian \$	212	160
Korea	WON	130,213	98,194
Kuwait (State of)	US \$	109	82
Kyrgyzstan *	US \$	178	134
Laos	US \$	91	68
Latvia	Euro	67	50
Lebanon #	US \$	109	82
Lesotho #	Rand	592	446
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	97	73
Madeira	Euro	264	199
Malawi	US \$	89	67
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 \$	177	134
Mexico	US \$	78	59
Moldova	US \$	150	113
Mongolia	US \$	63	48
Montenegro	Euro	114	86
Morocco	US \$	96	72
Mozambique	US \$	63	47
Myanmar (Burma)	US \$	67	51
Namibia	Namibian \$	471	355
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	94	71
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 Riyal	373	282
Senegal # *	Euro	142	107
Serbia	Euro	80	61
Seychelles #	US \$	217	164
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	186	140
Syria #	US \$	89	67
Taiwan	US \$	88	67
Tajikistan	US \$	106	80
Tanzania # *	US \$	77	58
Thailand # *	Thai Bath	2,773	2,091
The Gambia *	Euro	85	64
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 \$	64	49
Ukraine	Euro	86	65
United Arab Emirates	Dirhams	373	281
United Kingdom *	B Pounds	97	73
Uruguay # *	US \$	83	62
USA	US \$	122	92
Uzbekistan *	US \$	105	79
Vanuatu *	US \$	119	90
Venezuela *	US \$	106	80
Vietnam *	US \$	68	51
Yemen	US \$	85	64
Zambia	US \$	108	82

Definition of Symbols

* Revised with effect from 1 January 2008

Revised with effect from 1 March 2008

* # Revised on 1 January 2008 and on 1 March 2008

