



the dpsa

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

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TO: ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS ABROAD

1. Following the revision of special daily allowances in respect of certain countries for official visits abroad in March 2009, 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 2009 that:
 - 1.1. the special daily allowances for official visits abroad be revised in respect of the identified countries depicted on the attached Annexure.
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.

FAR

DIRECTOR-GENERAL

DATE: 07-09-2009

ANNEXURE A

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

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 was determined to be R80.00 per day up to the 31 March 2010 and is revised with effect from 1 April each 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	146	110
Angola	US \$	284	214
Antigua and Barbuda	US \$	200	151
Argentina	US \$	89	67
Armenia	US \$	254	191
Austria	Euro	98	74
Australia #	A \$	170	128
Azerbaijani	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus	Euro	56	42
Belgium	Euro	113	86
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia	US \$	55	42
Bosnia-Herzegovina #	Euro	71	53
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	187	141
Canada	C \$	142	107
Cape Verde Islands #	Euro	59	44
Central African Republic #	Euro	85	64
Chad	Euro	110	83
Chile	US \$	95	72
China (People's Republic)	US \$	143	108
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 \$	72	54
Croatia	Euro	101	76
Cuba	US \$	112	84
Cyprus #	Euro	106	80
Czech Republic	Euro	86	65
Democratic Republic of Congo	US \$	201	152
Denmark #	Euro	172	130
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	91	68
Egypt #	US \$	115	87
El Salvador #	US \$	175	132
Equatorial Guinea	Euro	118	89
Eritrea #	US \$	84	63
Estonia	Euro	87	66
Ethiopia	US \$	59	45
Fiji	US \$	91	69
Finland	Euro	132	99
France	Euro	197	149
Gabon	Euro	207	156
The Gambia #	Euro	95	71
Georgia	US \$	237	179
Germany	Euro	97	73
Ghana	Euro	100	75
Greece	Euro	104	78
Grenada	US \$	137	103
Guatemala #	US \$	96	73
Guinea	Euro	71	54
Guinee Bissau	Euro	54	41
Guyana	US \$	107	81
Haiti	US \$	99	75
Honduras #	US \$	169	127
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	85	64
Iceland #	ISK	27,115	20,447
India #	US \$	121	91
Indonesia	US \$	78	59
Iran	US \$	61	46
Iraq	US \$	114	86
Ireland	Euro	218	165
Israel	US \$	111	84
Italy #	Euro	112	84
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	US \$	131	99
Kuwait (State of)	US \$	138	104
Kyrgyzstan	US \$	156	118
Laos	US \$	91	68
Latvia	US \$	127	96
Lebanon #	US \$	121	91
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	Malawi Kwacha	19,726	14,875
Malaysia	Ringgit	280	211
Maldives	US \$	184	139
Mali #	Euro	149	112
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 \$	170	128
Mexico	US \$	78	59
Moldova	US \$	150	113
Mongolia	US \$	63	48
Montenegro #	Euro	108	81
Morocco	US \$	96	72
Mozambique	US \$	99	74
Myanmar (Burma) #	US \$	117	88
Namibia	RSA Rands	600	453
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands #	Euro	136	102
New Zealand	New Zealand \$	145	109
Nicaragua #	US \$	262	197
Niger	Euro	90	67
Nigeria	US \$	110	83
Niue	New Zealand \$	229	173
Norway #	NOK	1,545	1,165
Oman #	Rials Omani	54	40
Pakistan #	US \$	63	47
Palau	US \$	229	173
Panama	US \$	98	74
Papua New Guinea	Kina	259	195
Paraguay	US \$	64	48
Peru #	US \$	114	86
Philippines	US \$	95	72
Poland	Euro	88	67
Portugal #	Euro	110	83
Qatar	Qatar Riyals	517	390
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania	Euro	81	61

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	151	114
Rwanda	US \$	108	82
Samoa	Tala	221	166
Sao Tome	Euro	78	59
Saudi-Arabia	Saudi Riyals	392	296
Senegal	Euro	199	150
Serbia #	Euro	95	72
Seychelles	Euro	250	188
Sierra Leone	US \$	82	62
Singapore	Singapore \$	177	133
Slovakia #	Euro	98	74
Slovenia #	Euro	73	55
Solomon Islands	Solomon Islands \$	737	555
Spain #	Euro	104	79
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	744	561
Sweden	Swedish Krona	1,141	860
Switzerland	S Franc	174	132
Syria #	US \$	75	57
Taiwan	New Taiwan \$	3,426	2,583
Tajikistan	US \$	88	67
Tanzania	US \$	77	58
Thailand	Thai Baht	3,168	2,389
Togo	Euro	71	54
Tonga	Pa'anga	158	119
Trinidad & Tobago	US \$	194	146
Tunisia #	Tunisian Dinar	107	81
Turkey #	Euro	118	89

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Turkmenistan	USA \$	114	86
Tuvalu	Australian \$	308	232
Uganda	US \$	87	66
Ukraine	Euro	119	90
United Arab Emirates #	Dirhams	560	428
United Kingdom	B Pounds	109	82
Uruguay	US \$	110	83
USA	US \$	143	108
Uzbekistan	Euro	106	80
Vanuatu	US \$	119	90
Venezuela	US \$	106	80
Vietnam	US \$	84	63
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe	US \$	100	75

Definition of Symbols

Revised on 1 September 2009

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USA	US \$	143	108
Uzbekistan	Euro	106	80
Vanuatu	US \$	119	90
Venezuela	US \$	106	80
Vietnam	US \$	84	63
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe	US \$	100	75

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