



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax (012) 326 7802
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484

Enquiries : Salome Motaung
Telephone : (012) 336 1072
File : 17/1/P

**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 September 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 the implementation with retrospective effect from 01 March 2010 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.

SPMWA
FOR DIRECTOR-GENERAL
DATE: 06-05-2010

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 R85.00 per day up to the 31 March 2011 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	85	64
Angola #	US \$	309	233
Antigua and Barbuda	US \$	200	151
Argentina #	US \$	83	62
Armenia	US \$	254	191
Austria	Euro	98	74
Australia #	A \$	176	133
Azerbaijani	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus #	Euro	65	49
Belgium #	Euro	132	100
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia #	US \$	58	44
Bosnia-Herzegovina	Euro	71	53
Botswana #	Pula	471	355
Brazil #	US \$	133	100
Brunei	US \$	80	60
Bulgaria #	Euro	84	63
Burkina Faso #	Euro	84	64
Burundi	US \$	125	94
Cambodia #	US \$	72	54
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 \$	94	71
China (People's Republic) #	US \$	117	88
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 \$	183	138
Cote D'Ivoire #	Euro	88	67
Costa Rica #	US \$	67	50
Croatia #	Euro	105	79
Cuba #	US \$	109	83
Cyprus #	Euro	104	78
Czech Republic #	Euro	82	62
Democratic Republic of Congo	US \$	201	152
Denmark #	Euro	173	130
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador #	US \$	100	75
Egypt #	US \$	109	82
El Salvador	US \$	175	132
Equatorial Guinea	Euro	118	89
Eritrea	US \$	84	63
Estonia #	Euro	83	62
Ethiopia	US \$	59	45
Fiji #	US \$	71	54
Finland #	Euro	140	106
France #	Euro	128	96
Gabon #	Euro	131	99
The Gambia	Euro	95	71
Georgia	US \$	237	179
Germany	Euro	97	73
Ghana #	US \$	104	78
Greece #	Euro	109	83
Grenada	US \$	137	103
Guatemala #	US \$	75	57
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	78	59
Iceland	ISK	27,115	20,447
India #	US \$	91	68
Indonesia	US \$	78	59
Iran #	US \$	74	56
Iraq	US \$	114	86
Ireland	Euro	218	165
Israel	US \$	111	84
Italy #	Euro	110	83
Jamaica	US \$	137	104
Japan #	Yen	15,141	11,417
Jordan #	US \$	152	114
Kazakhstan #	US \$	110	83
Kenya #	US \$	105	79
Kiribati	Australian \$	212	160
Korea	US \$	140	105
Kuwait # (State of)	US \$	151	114
Kyrgyzstan	US \$	156	118
Laos #	US \$	72	54
Latvia #	US \$	134	101
Lebanon #	US \$	126	95
Lesotho	RSA Rand	682	514
Liberia	US \$	88	67
Libya #	US \$	102	77
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	307	231
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 \$	96	72
Mexico	US \$	78	59
Moldova	US \$	150	113
Mongolia	US \$	63	48
Montenegro	Euro	108	81
Morocco	US \$	96	72
Mozambique #	US \$	86	65
Myanmar #	US \$	127	96
Namibia #	RSA Rands	715	539
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands #	Euro	112	84
New Zealand #	New Zealand \$	158	119
Nicaragua	US \$	262	197
Niger	Euro	90	67
Nigeria	US \$	110	83
Niue #	New Zealand \$	229	173
Norway #	NOK	1,492	1,125
Oman #	Rials Omani	62	46
Pakistan #	US \$	60	45
Palau	US \$	229	173
Palestine #	US \$	134	101
Panama #	US \$	89	67
Papua New Guinea	Kina	259	195
Paraguay	US \$	64	48
Peru #	US \$	113	86
Philippines #	US \$	100	75
Poland #	Euro	86	65
Portugal #	Euro	100	75
Qatar #	Qatar Riyals	545	411
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania	Euro	69	52

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	124	94
Rwanda #	US \$	81	61
Samoa #	Tala	295	223
Sao Tome	Euro	78	59
Saudi-Arabia #	Saudi Riyals	412	311
Senegal #	Euro	86	65
Serbia #	Euro	74	56
Seychelles	Euro	250	188
Sierra Leone	US \$	82	62
Singapore #	Singapore \$	183	138
Slovakia #	Euro	92	69
Slovenia #	Euro	77	58
Solomon Islands #	Solomon Islands \$	829	625
Spain #	Euro	101	76
Sri Lanka #	US \$	78	59
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	RSA Rand	744	561
Sweden #	Swedish Krona	1,168	881
Switzerland #	S Franc	183	138
Syria #	US \$	86	65
Taiwan #	New Taiwan \$	3,222	2,429
Tajikistan	US \$	88	67
Tanzania #	US \$	87	66
Thailand #	Thai Baht	3,499	2,639
Togo	Euro	71	54
Tonga #	Pa'anga	196	148
Trinidad & Tobago	US \$	194	146
Tunisia #	Tunisian Dinar	110	83
Turkey #	Euro	101	76

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 \$	82	62
Ukraine	Euro	76	57
United Arab Emirates #	Dirhams	594	448
United Kingdom #	B Pounds	113	85
Uruguay #	US \$	99	75
USA #	US \$	129	97
Uzbekistan	Euro	106	80
Vanuatu #	US \$	146	110
Venezuela #	US \$	307	231
Vietnam #	US \$	85	64
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe #	US \$	165	124

Definition of Symbols

Revised on 1 March 2010