



**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 2010, 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 2011 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.

*for*  
  
**DIRECTOR-GENERAL**

**DATE: 31/03/2011**

**ANNEXURE A**

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

## ACCOMMODATION ON OFFICIAL YOURNEYS 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 so not form part of meals, etc). This allowance was determined to be R88.00 per day up to the 31 March 2012 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	94	71
Angola	US \$	309	233
Antigua and Barbuda	US \$	200	151
Argentina	US \$	83	62
Armenia #	US \$	200	151
Austria	Euro	98	74
Australia #	A \$	171	129
Azerbaijani	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus #	Euro	69	52
Belgium #	Euro	127	96
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 \$	143	108
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	116	88
Cook Islands	New Zealand \$	183	138
Cote D'Ivoire	Euro	88	67
Costa Rica	US \$	67	50
Croatia	Euro	105	79
Cuba #	US \$	121	91
Cyprus	Euro	104	78
Czech Republic	Euro	82	62
Democratic Republic of Congo#	US \$	262	197
Denmark #	Danish Kroner	1,335	1,006
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	100	75
Egypt #	US \$	107	81
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 \$	86	65
Germany	Euro	97	73
Ghana #	US \$	120	90
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	77	58
Iceland #	ISK	21,624	16,307
India #	Indian Rupee	4,355	3,284
Indonesia	US \$	78	59
Iran #	US \$	84	63
Iraq	US \$	114	86
Ireland	Euro	218	165
Israel #	US \$	147	110
Italy #	Euro	115	87
Jamaica	US \$	137	104
Japan #	Yen	15,878	11,973
Jordan #	US \$	156	118
Kazakhstan #	US \$	118	89
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	165	124
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 \$	106	80
Mongolia	US \$	63	48
Montenegro	Euro	108	81
Morocco #	Dirhams	940	709
Mozambique #	US \$	63	48
Myanmar	US \$	127	96
Namibia #	RSA Rands	708	534
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands #	Euro	102	77
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	1,532	1,155
Oman #	Rials Omani	63	48
Pakistan #	Pakistani Rupees	5,250	3,959
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 \$	108	81
Poland	Euro	86	65
Portugal #	Euro	97	73
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	152	114
Rwanda #	US \$	75	57
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
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Swaziland	RSA Rand	744	561
Sweden	Swedish Krona	1,168	881
Switzerland	S Franc	183	138
Syria	US \$	86	65
Taiwan #	New Taiwan \$	2,981	2,248
Tajikistan #	US \$	98	74
Tanzania	US \$	87	66
Thailand #	Thai Baht	3,799	2,865
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	
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Turkmenistan	USA \$	114	86
Tuvalu	Australian \$	308	232
Uganda	US \$	82	62
Ukraine #	Euro	94	71
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 \$	109	82

### Definition of Symbols

# Revised on 1 March 2011



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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 \$	109	82

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# Revised on 1 March 2011

