



the dpsa

**Department:
Public Service and Administration
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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 2011, 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 2012 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.


(o.b.o) **DIRECTOR-GENERAL**

DATE:

2012/03/30

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 R93.00 per day up to the 31 March 2013 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	91	69
Angola #	US \$	293	221
Antigua and Barbuda	US \$	200	151
Argentina#	US \$	107	80
Armenia	US \$	200	151
Austria #	Euro	113	85
Australia #	A \$	189	143
Azabaijani	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	130	98
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia #	US \$	64	48
Bosnia-Herzegovina #	Euro	85	64
Botswana	Pula	471	355
Brazil #	US \$	347	262
Brunei	US \$	80	60
Bulgaria #	Euro	82	62
Burkina Faso #	FCFA	96 075	72 450
Burundi #	Burundian Francy	846	638
Cambodia #	US \$	88	66
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 \$	117	88
China (People's Republic) #	Renminbi	854	644
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	114	86
Cook Islands #	New Zealand \$	197	148
Cote D'Ivoire #	Euro	87	65
Costa Rica #	US \$	93	70
Croatia #	Euro	98	74
Cuba #	US \$	112	85
Cyprus #	Euro	106	80
Czech Republic #	Euro	81	61
Democratic Republic of Congo	US \$	262	197
Denmark #	Danish Kroner	1 311	988
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador #	US \$	110	83
Egypt #	US \$	107	80
El Salvador #	US \$	65	49
Equatorial Guinea	Euro	118	89
Eritrea #	Nakfa	1 482	1 117
Estonia #	Euro	83	63
Ethiopia #	US \$	58	44
Fiji #	US \$	100	75
Finland #	Euro	158	119
France #	Euro	142	107
Gabon #	CFA	1 022	771
The Gambia	Euro	95	71
Georgia	US \$	86	65
Germany #	Euro	114	86
Ghana #	US \$	117	88
Greece #	Euro	118	89
Grenada	US \$	137	103
Guatemala #	US \$	98	74
Guinea	Euro	71	54
Guinee Bissau #	Euro	77	58
Guyana	US \$	107	81
Haiti	US \$	99	75
Honduras #	US \$	151	114
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	79	60
Iceland #	ISK	19 525	14 724
India #	Indian Rupee	5 364	4 045
Indonesia	US \$	78	59
Iran #	US \$	95	72
Iraq	US \$	114	86
Ireland	Euro	218	165
Israel	US \$	147	110
Italy #	Euro	109	82
Jamaica	US \$	137	104
Japan #	Yen	16 349	12 329
Jordan #	US \$	170	128
Kazakhstan #	US \$	116	88
Kenya #	US \$	103	78
Kiribati	Australian \$	212	160
Korea #	US \$	165	124
Kuwait (State of) #	Kuwaiti Dinars	41	31
Kyrgyzstan	US \$	156	118
Laos #	US \$	86	65
Latvia #	US \$	137	104
Lebanon #	US \$	128	96
Lesotho	RSA Rand	682	514
Liberia #	US \$	130	98
Libya	US \$	102	77
Lithuania	Euro	140	106
Macao	Hong Kong \$	1 087	820
Macedonia (Former Yugoslav)	Euro	91	68
Madagascar #	Euro	95	72
Madeira	Euro	264	199
Malawi	Malawi Kwacha	19 726	14 875
Malaysia #	Ringgit	343	259
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	87	65
Mauritius	US \$	96	72
Mexico #	Mexican Pesos	1 237	933
Moldova	US \$	106	80
Mongolia	US \$	63	48
Montenegro #	Euro	156	118
Morocco	Dirhams	940	709
Mozambique #	US \$	101	76
Myanmar #	US \$	80	61
Namibia #	RSA Rands	759	572
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands #	Euro	106	80
New Zealand #	New Zealand \$	173	131
Nicaragua	US \$	262	197
Niger	Euro	90	67
Nigeria	US \$	110	83
Niue	New Zealand \$	229	173
Norway #	NOK	1 685	1 271
Oman #	Rials Omani	63	48
Pakistan #	Pakistani Rupees	5 734	4 324
Palau	US \$	229	173
Palestine	US \$	134	101
Panama #	US \$	95	71
Papua New Guinea	Kina	259	195
Paraguay #	US \$	57	43
Peru #	US \$	121	91
Philippines #	US \$	118	89
Poland #	Euro	85	64
Portugal #	Euro	92	69
Qatar #	Qatar Riyals	592	446
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania #	Euro	69	52

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		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	155	117
Rwanda #	US \$	96	72
Samoa #	Tala	313	236
Sao Tome #	Euro	145	109
Saudi-Arabia #	Saudi Riyals	462	348
Senegal #	Euro	85	64
Serbia #	Euro	69	52
Seychelles	Euro	250	188
Sierra Leone	US \$	82	62
Singapore #	Singapore \$	218	164
Slovakia #	Euro	87	65
Slovenia #	Euro	87	66
Solomon Islands	Solomon Islands \$	829	625
Spain #	Euro	114	86
Sri Lanka #	US \$	97	73
St Kitts & Nevis	US \$	206	156
St Lucia	US \$	195	147
St Vincent & the Grenadines	US \$	170	128
Sudan #	US \$	241	182
Suriname	US \$	97	73
Swaziland	RSA Rand	744	561
Sweden #	Swedish Krona	1 109	836
Switzerland #	S Franc	189	142
Syria #	US \$	102	77
Taiwan #	New Taiwan \$	3 050	2 300
Tajikistan	US \$	98	74
Tanzania #	US \$	92	70
Thailand #	Thai Baht	4 153	3 131
Togo	Euro	71	54
Tonga #	Pa'anga	210	158
Trinidad & Tobago	US \$	194	146
Tunisia #	Tunisian Dinar	122	92
Turkey #	Euro	87	65

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 \$	79	60
Ukraine #	Euro	90	68
United Arab Emirates #	Dirhams	584	440
United Kingdom #	B Pounds	113	85
Uruguay #	US \$	132	100
USA #	US \$	145	109
Uzbekistan	Euro	106	80
Vanuatu #	US \$	157	118
Venezuela #	US \$	212	160
Vietnam #	US \$	78	59
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe	US \$	109	82

Definition of Symbols

Revised on 1 March 2012