



the dpsa

Department:
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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 2012, 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 2013 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.


PP **DIRECTOR-GENERAL**
DATE: 2013|04|12

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 R98.00 per day up to the 31 March 2014 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	102	77
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
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	130	98
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia #	US \$	64	48
Bosnia-Herzegovina #	Bam	139	105
Botswana	Pula	471	355
Brazil #	Reals	288	217
Brunei	US \$	80	60
Bulgaria	Euro	82	62
Burkina Faso #	FCFA	53 012	39 976
Burundi	Burundian Francy	277 550	209 300
Cambodia	US \$	88	66
Cameroon	Euro	187	141
Canada #	C \$	152	115
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	66
Costa Rica	US \$	93	70
Croatia	Euro	98	74
Cuba #	US \$	112	85
Cyprus #	Euro	107	81
Czech Republic #	Euro	83	63
Democratic Republic of Congo #	US \$	142	107
Denmark #	Danish Kroner	1 183	892
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	110	83
Egypt #	US \$	118	89
El Salvador	US \$	65	49
Equatorial Guinea	Euro	118	89
Eritrea #	US \$	117	89
Estonia	Euro	83	63
Ethiopia	US \$	58	44
Fiji	US \$	100	75
Finland	Euro	158	119
France	Euro	142	107
Gabon #	Euro	150	113
The Gambia	Euro	95	71
Georgia	US \$	86	65
Germany #	Euro	109	82
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	5 360	4 042
Indonesia	US \$	78	59
Iran	US \$	95	72
Iraq	US \$	114	86
Ireland #	Euro	113	86
Israel #	US \$	161	121
Italy #	Euro	113	85
Jamaica	US \$	137	104
Japan #	Yen	16 071	12 119
Jordan #	US \$	178	134
Kazakhstan #	US \$	122	92
Kenya	US \$	103	78
Kiribati	Australian \$	212	160
Korea	US \$	165	124
Kuwait (State of) #	US \$	164	124
Kyrgyzstan	US \$	156	118
Laos	US \$	86	65
Latvia	US \$	137	104
Lebanon	US \$	128	96
Lesotho	RSA Rand	682	514
Liberia #	US \$	129	97
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	333	251
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	88	66
Mauritius	US \$	96	72
Mexico #	Mexican Pesos	1 194	901
Moldova	US \$	106	80
Mongolia	US \$	63	48
Montenegro	Euro	156	118
Morocco #	Dirhams	882	665
Mozambique	US \$	101	76
Myanmar	US \$	80	61
Namibia	RSA Rands	759	572
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands #	Euro	107	81
New Zealand	New Zealand \$	173	131
Nicaragua	US \$	262	197
Niger	Euro	90	67
Nigeria #	US \$	143	108
Niue	New Zealand \$	229	173
Norway	NOK	1 685	1 271
Oman	Rials Omani	63	48
Pakistan #	Pakistani Rupees	5 716	4 310
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 \$	121	91
Poland #	Euro	88	67
Portugal #	Euro	91	69
Qatar	Qatar Riyals	592	446
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania #	Euro	73	55

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	155	117
Rwanda	US \$	96	72
Samoa	Tala	313	236
Sao Tome	Euro	145	109
Saudi-Arabia #	Saudi Riyals	465	351
Senegal	Euro	85	64
Serbia	Euro	69	52
Seychelles	Euro	250	188
Sierra Leone	US \$	82	62
Singapore #	Singapore \$	209	157
Slovakia	Euro	87	65
Slovenia	Euro	87	66
Solomon Islands	Solomon Islands \$	829	625
Spain #	Euro	104	79
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 \$	182	137
Suriname	US \$	97	73
Swaziland	RSA Rand	744	561
Sweden #	Swedish Krona	1 174	886
Switzerland	S Franc	189	142
Syria	US \$	102	77
Taiwan	New Taiwan \$	3 050	2 300
Tajikistan	US \$	98	74
Tanzania #	US \$	112	84
Thailand #	Thai Baht	4 250	3 205
Togo	Euro	71	54
Tonga	Pa'anga	210	158
Trinidad & Tobago	US \$	194	146
Tunisia #	Tunisian Dinar	148	111
Turkey #	Euro	95	71

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	114	86
United Arab Emirates #	Dirhams	597	450
United Kingdom	B Pounds	113	85
Uruguay #	US \$	123	93
USA #	US \$	140	106
Uzbekistan	Euro	106	80
Vanuatu	US \$	157	118
Venezuela	US \$	212	160
Vietnam #	US \$	80	60
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe	US \$	109	82

Definition of Symbols

Revised on 1 March 2013