



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 DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

ANNUAL 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 2013, the Minister for the Public Service and Administration has in terms of section 3(5)(a) and 5(6) (b) 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 2014 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: 2014/05/15

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 R103.00 per day up to the 31 March 2015 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	100	76
Angola #	US \$	275	207
Antigua and Barbuda	US \$	200	151
Argentina #	US \$	121	91
Armenia	US \$	200	151
Austria #	Euro	110	83
Australia #	A \$	190	144
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	133	100
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia #	US \$	71	54
Bosnia-Herzegovina #	Euro	68	51
Botswana #	Pula	751	566
Brazil #	Reals	315	238
Brunei	US \$	80	60
Bulgaria #	Euro	83	63
Burkina Faso #	CFA Francs	53 734	40 521
Burundi #	Euro	66	50
Cambodia #	US \$	90	68
Cameroon #	Euro	105	79
Canada	C \$	152	115
Cape Verde Islands #	Euro	59	44
Central African Republic #	Euro	85	64
Chad	Euro	110	83
Chile #	US \$	116	88
China (People's Republic) #	US \$	115	87
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	111	84
Cook Islands #	New Zealand \$	192	145
Cote D'Ivoire #	Euro	108	81
Costa Rica #	US \$	105	79
Croatia #	Euro	93	70
Cuba #	US \$	113	85
Cyprus #	Euro	109	82
Czech Republic #	Euro	82	62
Democratic Republic of Congo #	US \$	148	112
Denmark #	Danish Kroner	2 116	1 596
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador #	US \$	148	112
Egypt #	US \$	106	80
El Salvador #	US \$	89	67
Equatorial Guinea #	Euro	118	89
Eritrea #	US \$	99	75
Estonia #	Euro	91	68
Ethiopia	US \$	58	44
Fiji	US \$	93	70
Finland #	Euro	155	117
France #	Euro	116	87
Gabon #	Euro	156	118
The Gambia #	Euro	67	50
Georgia	US \$	86	65
Germany	Euro	109	82
Ghana #	US \$	118	89
Greece #	Euro	122	92
Grenada	US \$	137	103
Guatemala #	US \$	104	79
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	81	61
Iceland #	ISK	23 151	17 458
India #	Indian Rupee	5 320	4 012
Indonesia	US \$	78	59
Iran	US \$	109	82
Iraq	US \$	114	86
Ireland #	Euro	112	85
Israel	US \$	161	121
Italy #	Euro	114	86
Jamaica	US \$	137	104
Japan #	Yen	14 795	11 157
Jordan #	US \$	183	138
Kazakhstan #	US \$	128	96
Kenya #	US \$	125	94
Kiribati	Australian \$	212	160
Kuwait (State of) #	US \$	156	118
Kyrgyzstan #	US \$	156	118
Laos #	US \$	84	63
Latvia #	US \$	136	102
Lebanon #	US \$	144	109
Lesotho #	RSA Rand	682	514
Liberia #	US \$	102	77
Libya #	US \$	109	82
Lithuania	Euro	140	106
Macao	Hong Kong \$	1 087	820
Macedonia (Former Yugoslav)	Euro	91	68
Madagascar #	Euro	57	43
Madeira	Euro	264	199
Malawi #	Malawi Kwacha	28 413	21 426
Malaysia #	Ringgit	347	262
Maldives	US \$	184	139
Mali #	Euro	162	122
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 \$	123	93
Mexico	Mexican Pesos	1 194	901
Moldova	US \$	106	80
Mongolia	US \$	63	48
Montenegro #	Euro	156	118
Morocco	Dirhams	882	665
Mozambique #	US \$	116	87
Myanmar #	US \$	112	85
Namibia #	RSA Rands	864	652
Nauru #	Australian \$	253	191
Nepal	US \$	58	43
Netherlands #	Euro	106	80
New Zealand #	New Zealand \$	174	132
Nicaragua #	US \$	82	62
Niger #	Euro	68	52
Nigeria #	US \$	220	166
Niue #	New Zealand \$	229	173
Norway #	NOK	1 600	1 206
Oman	Rials Omani	68	51
Pakistan #	Pakistani Rupees	5 668	4 274
Palau #	US \$	229	173
Palestine	US \$	134	101
Panama #	US \$	95	72
Papua New Guinea	Kina	259	195
Paraguay #	US \$	69	52
Peru #	US \$	126	95
Philippines #	US \$	111	83
Poland #	Euro	80	60
Portugal #	Euro	79	60
Qatar #	Qatar Riyals	650	490
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania #	Euro	77	58

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	300	226
Rwanda #	US \$	92	69
Samoa #	Tala	175	132
Sao Tome & Principe #	Euro	145	110
Saudi-Arabia #	Saudi Riyals	470	354
Senegal #	Euro	103	78
Serbia #	Euro	75	56
Seychelles #	Euro	250	188
Sierra Leone	US \$	82	62
Singapore #	Singapore \$	211	159
Slovakia #	Euro	93	70
Slovenia #	Euro	95	72
Solomon Islands #	Solomon Islands \$	1 006	759
South Korea Republic #	Korean Won	167 742	126 494
South Sudan #	US \$	241	182
Spain #	Euro	102	77
Sri Lanka #	US \$	91	69
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 Kronor	1 197	902
Switzerland #	S Francs	183	138
Syria #	US \$	168	127
Taiwan #	New Taiwan \$	3 186	2 403
Tajikistan #	US \$	88	67
Tanzania #	US \$	117	88
Thailand #	Thai Baht	4 505	3 398
Togo #	CFA Francs	58 376	44 021
Tonga #	Pa'anga	228	172
Trinidad & Tobago	US \$	194	146
Tunisia #	Tunisian Dinar	180	136
Turkey #	Euro	92	69

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 \$	101	76
Ukraine #	Euro	119	89
United Arab Emirates #	Dirhams	613	463
United Kingdom #	B Pounds	93	70
Uruguay #	US \$	131	98
USA #	US \$	130	98
Uzbekistan #	Euro	73	55
Vanuatu #	US \$	151	114
Venezuela #	US \$	267	202
Vietnam #	US \$	80	61
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe #	US \$	128	97

Definition of Symbols

Revised on 1 March 2014