



the dpsa

Department:
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REPUBLIC OF SOUTH AFRICA


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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 2014, 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 with retrospective effect from 1 March 2015 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: 2015/05/04

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 R108.50 per day up to the 31 March 2016 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
Australia #	A \$	209	158
Austria #	Euro	119	90
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	53 445	40 303
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	106	80
Czech Republic	Euro	82	62
Democratic Republic of Congo #	US \$	149	113
Denmark	Danish Kroner	2 116	1 596
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	148	112
Egypt #	US \$	107	80
El Salvador	US \$	89	67
Equatorial Guinea #	Euro	151	114
Eritrea	US \$	99	75
Estonia	Euro	84	63
Ethiopia #	US \$	84	63
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	126	95
Israel #	US \$	190	143
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
Korea Republic #	Korean Won	170 668	128 701
Kuwait (State of) #	Kuwaiti Dinars	46	35
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	54	41
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	85	64
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	70	53
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	96	73
Solomon Islands	Solomon Islands \$	1 006	759
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 #	UAE Dirhams	635	479
United Kingdom	B Pounds	93	70
Uruguay	US \$	131	98
USA #	US \$	133	100
Uzbekistan	Euro	73	55
Vanuatu	US \$	151	114
Venezuela	US \$	267	202
Vietnam #	US \$	133	55
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe #	US \$	112	84

Definition of Symbols

Revised on 1 March 2015