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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO: ALL HEADS OF NATIONAL/PROVINCIAL 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 2018, the Minister for the Public Service and Administration has in terms of Sections 3(5)(a) and (b) of the Public Service Act, 1994, as amended, determined with effect from 1 August 2025 that:
 - 1.1. 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.

Mr. Willie Vukela

Director-General (Acting): Department of Public Service and Administration

Date: 06/02/26