

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 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 material, private telephone calls, soft drinks which do not form part of meals, etc). This allowance is determined to be R178.87 per day, with effect from 1 April 2025.
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	
		Heads 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 \$	123	93
Antigua and Barbuda	US \$	148	111
Argentina #	US \$	105	79
Armenia	US \$	200	151
Australia	AUD	210	158
Austria #	Euro	121	92
Azabaijani	US \$	132	99
Bahamas	US \$	207	156
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus	Euro	56	42
Belgium #	Euro	136	103
Belize	US \$	108	82
Benin #	Euro	95	71
Bolivia	US \$	71	54
Bosnia	Marks	140	106
Botswana #	Pula	1 056	796
Brazil #	Brazilian Reals	411	310
Brunei	US \$	80	60
Bulgaria #	Euro	77	58
Burkina Faso #	CFA Francs	51 718	39 001
Burundi #	US\$	96	73
Cambodia #	US \$	103	77
Cameroon #	US \$	110	83
Canada #	Canadian Dollar	194	147
Cape Verde Islands	Euro	59	44
Central African Republic #	Euro	80	60
Chad #	CFA Francs	68 990	52 025
Chile	US \$	85	64
China (People's Republic) #	Yuan	643	485
Colombia	US \$	85	64

Country	Currency	Special Daily Allowance	
		Heads 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 #	KMF	51 469	38 813
Congo	Euro	111	84
Cook Islands	New Zealand \$	192	145
Costa Rica	US \$	105	79
Croatia	Euro	74	56
Cuba	US \$	105	79
Cyprus	Euro	114	86
Czech Republic	Euro	82	62
Democratic Republic Congo #	US \$	138	104
Denmark	Danish Kroner	2 116	1 596
Djibouti	US \$	90	68
Dominican Republic	US \$	96	72
Ecuador	US \$	148	112
Egypt #	US \$	98	74
El Salvador	US \$	89	67
Equatorial Guinea #	Euro	114	86
Eritrea	US \$	102	77
Estonia	Euro	84	63
Ethiopia #	US \$	63	47
Fiji	US \$	113	85
Finland	Euro	155	117
France #	Euro	126	95
Gabon #	Euro	114	86
The Gambia	Euro	67	50
Georgia	US \$	86	65
Germany #	Euro	114	86
Ghana	US \$	118	89
Greece	Euro	119	90
Grenada	US \$	137	103
Guatemala	US \$	104	79
Guinea #	Euro	107	81
Guinee Bissau #	Euro	157	118
Guyana	US \$	107	81
Haiti	US \$	118	89
Honduras	US \$	169	127
Hong Kong	Hong Kong \$	1 368	1 032

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Hungary #	Euro	92	69
Iceland	ISK	23 151	17 458
India #	Indian Rupee	5 590	4 215
Indonesia #	US \$	72	54
Iran	US \$	109	82
Iraq	US \$	114	86
Ireland #	Euro	143	107
Iretrea #	US \$	128	97
Israel	US \$	171	129
Italy #	Euro	126	95
Ivory Coast #	Euro	119	90
Jamaica	US \$	105	79
Japan #	Yen	12 959	9 772
Jordan #	US \$	141	107
Kazakhstan #	US \$	68	51
Kenya	US \$	125	94
Kiribati	Australian \$	212	160
Korea Republic	Korean Won	167 113	126 020
Kuwait (State of) #	US \$	125	95
Kyrgyzstan	US \$	156	118
Laos Peoples Democratic Republic #	US \$	56	42
Latvia	US \$	136	102
Lebanon	US \$	128	97
Lesotho #	Maloti LSL	1 687	1 272
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	42	32
Madeira	Euro	264	199
Malawi #	US \$	79	59
Malaysia #	Ringgit	288	217
Maldives	US \$	184	139
Mali	Euro	162	122
Malta	Euro	120	91

Country	Currency	Special Daily Allowance	
		Heads 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 #	Ouguiya MRU	2 181	1 645
Mauritius	Mauritian Rupees	4371	3296
Mexico #	Mexican Pesos	1 556	1 173
Moldova	US \$	106	80
Mongolia	US \$	63	48
Montenegro	Euro	82	62
Morocco	Moroccan Dirhams	1014	765
Mozambique	US \$	60	45
Myanmar	US \$	112	85
Namibia #	Namibian Dollar NAD \$	1 196	902
Nauru	Australian	253	191
Nepal	US \$	58	43
Netherlands #	Euro	116	88
New Zealand #	New Zealand Dollars	187	141
Nicaragua	US \$	82	62
Niger #	Euro	80	61
Nigeria #	US \$	84	63
Niue	New Zealand \$	229	173
Norway #	NOK	1 669	1 259
Oman	Rials Omani	72	54
Pakistan #	US \$	60	45
Palau	US \$	229	173
Palestine #	US \$	265	200
Panama	US \$	95	72
Papua New Guinea	Kina	259	195
Paraguay	US \$	69	52
Peru	US \$	126	95
Philippines #	US \$	82	62
Poland #	Euro	88	66
Portugal	Euro	79	60
Qatar #	Qatar Riyals	552	416
Reunion	Euro	149	113

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		Heads 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
Romania	Euro	75	57
Russia #	Euro	61	46
Rwanda #	US \$	72	54
Samoa	Tala	175	132
Sao Tome & Principe	Euro	145	110
Saudi-Arabia #	Saudi Riyals	592	446
Senegal #	Euro	110	83
Seoul #	Euro	235	177
Serbia #	New Dinars	8 292	6 253
Seychelles #	Euro	151	114
Sierra Leone	US \$	82	62
Singapore #	Singapore \$	222	168
Slovakia	Euro	95	71
Slovenia	Euro	94	71
Solomon Islands	Solomon Islands \$	1 006	759
South Sudan #	US \$	120	91
Spain #	Euro	103	78
Sri Lanka #	US \$	95	72
St Kitts & Nevis	US \$	149	112
St Lucia	US \$	195	147
St Vincent & the Grenadines	US \$	170	128
Sudan	US \$	182	137
Suriname	US \$	97	73
Swaziland #	LSL	2 275	1 715
Sweden #	Swedish Kronor	1 368	1 032
Switzerland #	S Francs	193	145
Syria #	Syrian Pounds	1 266 741	955 248
Taiwan #	New Taiwan Dollars	3 353	2 529
Tajikistan	US \$	88	67
Tanzania #	US \$	77	58
Thailand #	Thai Baht	3 111	2 346
Togo	CFA Francs	58 376	44 021
Tonga	Pa'anga	228	172
Trinidad & Tobago	US \$	139	105
Tunisia	Tunisian Dinar	180	136
Turkey #	Euro	85	64

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Turkmenistan	USA \$	114	86
Tuvalu	Australian \$	308	232
Uganda #	US \$	98	74
Ukraine #	Euro	66	50
United Arab Emirates #	UAE Dirhams	578	436
United Kingdom #	B Pounds	104	79
Uruguay	US \$	121	92
USA #	US \$	162	122
Uzbekistan	Euro	73	55
Vanuatu	US \$	151	114
Venezuela	US \$	267	202
Vietnam #	US \$	82	61
Yemen	US \$	85	64
Zambia #	US \$	80	60
Zimbabwe #	US \$	107	81

Definition of Symbols

Revised on 1 August 2025