



HUMAN RESOURCE CIRCULAR 3/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS ABROAD

The above-mentioned circular from the Department of Public Service and Administration is attached for your information. The content thereof should be brought to the attention of all relevant staff.


DEPARTMENT OF THE PREMIER

DATE: 14/01/2008

Department of the Premier • Departement van die Premier • Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate



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 : Ms S Motaung
Facsimile : 0866188857
Telephone : (012) 336 1072
File : 17/1//P

**TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND
PROVINCIAL ADMINISTRATIONS**

**(FOR ATTENTION: HEADS OF CORPORATE SERVICES/ CHIEF FINANCIAL
OFFICERS AND HR MANAGERS)**

REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS ABROAD

1. The Minister for Public Service and Administration has, in terms of section 3(3) of the Public Service Act, 1994, as amended, read with Part V/E. 2(a) of the Public Service Regulations, 2001, made a determination that with effect from 01 January 2008, the special daily allowances for official visits abroad, be revised as contained in the attached Annexure. The Financial Manual for the calculation and the application of the special daily allowances for official visits abroad will be amended in due course.
2. Expenditure in respect of this adjustment must be accommodated within departments' existing MTEF allocation.

S. Motaung
FOR DIRECTOR-GENERAL

DATE: 09-01-2008

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 is currently R67.50 per day and is revised with effect from 1 April every 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	US \$	167	126
Algiers	Euro	184	139
Angola	US \$	174	131
Antigua and Barbuda	US \$	200	151
Argentina	US \$	49	37
Armenia	US \$	254	191
Austria	Euro	98	74
Australia	A \$	159	120
Azerbaijani	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus	US \$	94	71
Belgium	Euro	101	76
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia	US \$	47	35
Bosnia-Herzegovina	Euro	65	49
Botswana	Pula	312	235
Brazil	US \$	109	82
Brunei	US \$	80	60
Bulgaria	Euro	74	56
Burkina Faso	Euro	87	65
Burundi	US \$	125	94
Cambodia	US \$	82	62
Cameroon	Euro	174	131
Canada	C \$	142	107
Cape Verde Islands	Euro	72	54
Central African Republic	Euro	87	66
Chad	Euro	110	83
Chile	US \$	91	68
China People's Republic	US \$	85	64
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	87	66
Cook Islands	New Zealand \$	355	268
Cote D'Ivoire	Euro	113	86
Costa Rica	US \$	56	42
Croatia	Euro	85	64
Cuba	Euro	97	73
Cyprus	Euro	80	60
Czech Republic	Euro	73	55
Democratic Republic of Congo	US \$	175	132
Denmark	Euro	145	109
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	84	63
Egypt	US \$	92	69
El Salvador	US \$	73	55
Equatorial Guinea	Euro	118	89
Eritrea	US \$	96	72
Estonia	Euro	75	57
Ethiopia	US \$	59	45
Fiji	Fijian \$	182	137
Finland	Euro	124	93
France	Euro	105	79
Gabon	Euro	178	134
Gambia	Euro	81	61
Georgia	US \$	237	179
Germany	Euro	97	73
Ghana	US \$	77	58
Greece	Euro	100	76
Grenada	US \$	137	103
Guatemala	US \$	77	58
Guinea	Euro	71	54
Guinee Bissau	Euro	94	71
Guyana	US \$	107	81
Haiti	US \$	99	75
Honduras	US \$	61	46
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	66	49
Iceland	Euro	304	230
India	US \$	84	63
Indonesia	US \$	78	59
Iran	US \$	61	46
Iraq	US \$	114	86
Ireland	Euro	119	90
Israel	US \$	111	84
Italy	Euro	101	76
Ivory Coast	Euro	104	78
Jamaica	US \$	137	104
Japan	Yen	14,836	11,188
Jordan	US \$	116	87
Kazakhstan	US \$	94	71
Kenya	US \$	79	60
Kiribati	Australian \$	212	160
Korea	WON	130,213	98,194
Kuwait (State of)	US \$	109	82
Kyrgyzstan	US \$	178	134
Laos	US \$	91	68
Latvia	Euro	67	50
Lebanon	US \$	103	77
Lesotho	Rand	439	331
Liberia	US \$	88	67
Libya	US \$	69	52
Lithuania	Euro	140	106
Macao	Hong Kong \$	1,087	820
Macedonia (Former Yugoslav)	Euro	91	68
Madagascar	Euro	97	73
Madeira	Euro	264	199
Malawi	US \$	89	67
Malaysia	Ringgit	257	193
Maldives	US \$	184	139
Mali	Euro	92	69
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	69	52
Mauritius	Mauritian Rupee	3,347	2,524
Mexico	US \$	78	59
Moldova	US \$	150	113
Mongolia	US \$	63	48
Montenegro	Euro	114	86
Morocco	US \$	96	72
Mozambique	US \$	63	47
Myanmar (Burma)	US \$	67	51
Namibia	Namibian \$	471	355
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands	Euro	115	87
New Zealand	New Zealand \$	145	109
Nicaragua	US \$	59	45
Niger	Euro	90	67
Nigeria	US \$	110	83
Niue	New Zealand \$	229	173
Norway	Euro	178	135
Oman	Rials Omani	46	35
Pakistan	US \$	48	37
Palau	US \$	229	173
Panama	US \$	96	73
Papua New Guinea	Kina	259	195
Paraguay	US \$	39	29
People's Republic of China (Beijing)	US \$	143	108
Peru	US \$	89	67
Philippines	US \$	71	53
Poland	Euro	81	61
Portugal	Euro	94	71
Qatar	Qatar Riyals	434	327
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania	Euro	71	54

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	127	96
Rwanda	US \$	89	67
Samoa	Tala	221	166
Sao Tome	Euro	96	72
Saudi-Arabia	Saudi Riyal	341	257
Senegal	Euro	137	103
Serbia	Euro	80	61
Seychelles	US \$	139	105
Sierra Leone	US \$	82	62
Singapore	Singapore \$	146	110
Slovakia	Euro	58	44
Slovenia	Euro	60	45
Solomon Islands	Solomon Islands \$	737	555
Spain	Euro	99	75
Sri Lanka	US \$	67	50
St Kitts & Nevis	US \$	206	156
St Lucia	US \$	195	147
St Vincent & the Grenadines	US \$	170	128
Sudan	US \$	110	83
Suriname	US \$	97	73
Swaziland	Rand	374	282
Sweden	Swedish Krona	766	578
Switzerland	S Franc	186	140
Syria	US \$	80	60
Taiwan	US \$	88	67
Tajikistan	US \$	106	80
Tanzania	US \$	54	41
Thailand	Bath	2,240	1,689
The Gambia	Euro	85	64
Togo	Euro	71	54
Tonga	Pa'anga	158	119
Trinidad & Tobago	US \$	194	146
Tunisia	Tunisian Dinar	98	74
Turkey	US \$	114	86

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 \$	64	49
Ukraine	Euro	86	65
United Arab Emirates	Dirhams	373	281
United Kingdom	B Pounds	97	73
Uruguay	US \$	74	55
USA	US \$	122	92
Uzbekistan	US \$	105	79
Vanuatu	US \$	119	90
Venezuela	US \$	106	80
Vietnam	US \$	68	51
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe	US \$	619	467