



FINANCIAL MANUAL

FOR PURPOSES OF THE CALCULATION AND APPLICATION OF ALLOWANCES AND BENEFITS



JULY 2016

• Telephonically confirmed today: 28 Feb 17. that the foreign allowances was only signed yesterday backdating: July 16. The letter head will follow. Confirmed with Salome Motang @ DSA 012 3361072

Issued by the Minister for Public Service and Administration



ANNEXURE A

**ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE
REPUBLIC OF SOUTH AFRICA**



ANNEXURE A

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 material, private telephone calls, soft drinks which do not form part of meals, etc). This allowance was determined to be R115.00 per day up to the 31 March 2017 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.
 3. 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:
 - 3.1. Incidental expenses (15%)
 - 3.2. Breakfast (20%)
 - 3.3. Lunch (20%)
 - 3.4. Dinner (45%)
-

adjusted countries



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 \$	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	101	76
Bolivia	US \$	71	54
Bosnia-Herzegovina	Euro	68	51
Botswana	Pula	751	566
Brazil #	Brazilian Reals	372	281
Brunei	US \$	80	60
Bulgaria	Euro	83	63
Burkina Faso	CFA Francs	53 445	40 303
Burundi	Euro	66	50
Cambodia	US \$	90	68
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
Cameroon #	Euro	109	82
Canada #	C \$	161	121
Cape Verde Islands	Euro	59	44
Central African Republic	Euro	85	64
Chad	Euro	110	83
Chile #	US \$	96	74
China (People's Republic)	US \$	115	87
Colombia	US \$	85	64
Comoros	Euro	111	84
Cook Islands	New Zealand \$	192	145
Cote D'Ivoire	Euro	108	81
Costa Rica	US \$	105	79
Croatia #	Euro	90	68
Cuba #	US \$	104	79
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 #	Egyptian Pounds	794	599
El Salvador	US \$	89	67
Equatorial Guinea	Euro	151	114
Eritrea	US \$	99	75
Estonia	Euro	84	63
Ethiopia #	US \$	86	65
Fiji	US \$	93	70
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
Finland	Euro	155	117
France #	Euro	117	88
Gabon #	Euro	145	110
The Gambia	Euro	67	50
Georgia	US \$	86	65
Germany #	Euro	114	86
Ghana	US \$	118	89
Greece #	Euro	125	94
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 \$	1 268	956
Hungary #	Euro	84	63
Iceland	ISK	23 151	17 458
India #	Indian Rupee	5 393	4 067
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	14 931	11 260
Jordan	US \$	183	138
Kazakhstan #	US \$	91	69
Kenya	US \$	125	94
Kiribati	Australian \$	212	160
Korea Republic #	Korean Won	167 856	126 580
Kuwait (State of)	Kuwaiti Dinars	46	35
Kyrgyzstan	US \$	156	118



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
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	53	40
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
Marshall Islands	US \$	232	175
Mauritania	Euro	88	66
Mauritius #	US \$	104	78
Mexico	Mexican Pesos	1 194	901
Moldova	US \$	106	80
Mongolia	US \$	63	48
Montenegro	Euro	85	64
Morocco #	Moroccan Dirhams	983	741
Mozambique #	US \$	92	69
Myanmar	US \$	112	85
Namibia	RSA Rands	864	652
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands #	Euro	111	84
New Zealand #	New Zealand	187	141



	\$		
Nicaragua	US \$	82	62
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
Niger	Euro	68	52
Nigeria	US \$	220	166
Niue	New Zealand \$	229	173
Norway #	NOK	1 594	1 202
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	75	57
Russia	Euro	300	226
Rwanda #	US \$	93	70
Samoa	Tala	175	132
Sao Tome & Principe	Euro	145	110
Saudi-Arabia #	Saudi Riyals	465	351
Senegal	Euro	103	78
Serbia	Euro	75	56
Seychelles #	Euro	120	90
Sierra Leone	US \$	82	62



Singapore	Singapore \$	211	159
Slovakia	Euro	93	70
Slovenia	Euro	96	73
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
Solomon Islands	Solomon Islands \$	1 006	759
South Sudan #	US \$	133	100
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	1 243	937
Sweden	Swedish Kronor	1 197	902
Switzerland	S Francs	183	138
Syria	US \$	168	127
Taiwan #	New Taiwan \$	3 650	2 752
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
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 \$	121	92
USA #	US \$	141	106
Uzbekistan	Euro	73	55
Vanuatu	US \$	151	114
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
Venezuela	US \$	267	202
Vietnam #	US \$	83	62
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe	US \$	112	84

Definition of Symbols

Revised on 1 March 2016