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# 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**

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**ANNEXURE A**

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



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## 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%)
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# 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
<b>Country</b>	<b>Currency</b>	<b>Special Daily Allowance</b>	



		<b>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</b>	<b>Other employees</b>
<b>Cameroon #</b>	Euro	109	82
<b>Canada #</b>	C \$	161	121
<b>Cape Verde Islands</b>	Euro	59	44
<b>Central African Republic</b>	Euro	85	64
<b>Chad</b>	Euro	110	83
<b>Chile #</b>	US \$	96	74
<b>China (People's Republic)</b>	US \$	115	87
<b>Colombia</b>	US \$	85	64
<b>Comoros</b>	Euro	111	84
<b>Cook Islands</b>	New Zealand \$	192	145
<b>Cote D'Ivoire</b>	Euro	108	81
<b>Costa Rica</b>	US \$	105	79
<b>Croatia #</b>	Euro	90	68
<b>Cuba #</b>	US \$	104	79
<b>Cyprus</b>	Euro	106	80
<b>Czech Republic</b>	Euro	82	62
<b>Democratic Republic of Congo</b>	US \$	149	113
<b>Denmark</b>	Danish Kroner	2 116	1 596
<b>Djibouti</b>	US \$	90	68
<b>Dominican Republic</b>	US \$	90	68
<b>Ecuador</b>	US \$	148	112
<b>Egypt #</b>	Egyptian Pounds	794	599
<b>El Salvador</b>	US \$	89	67
<b>Equatorial Guinea</b>	Euro	151	114
<b>Eritrea</b>	US \$	99	75
<b>Estonia</b>	Euro	84	63
<b>Ethiopia #</b>	US \$	86	65
<b>Fiji</b>	US \$	93	70
<b>Country</b>	<b>Currency</b>	<b>Special Daily Allowance</b>	



		<b>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</b>	<b>Other employees</b>
<b>Finland</b>	Euro	155	117
<b>France #</b>	Euro	117	88
<b>Gabon #</b>	Euro	145	110
<b>The Gambia</b>	Euro	67	50
<b>Georgia</b>	US \$	86	65
<b>Germany #</b>	Euro	114	86
<b>Ghana</b>	US \$	118	89
<b>Greece #</b>	Euro	125	94
<b>Grenada</b>	US \$	137	103
<b>Guatemala</b>	US \$	104	79
<b>Guinea</b>	Euro	71	54
<b>Guinee Bissau</b>	Euro	54	41
<b>Guyana</b>	US \$	107	81
<b>Haiti</b>	US \$	99	75
<b>Honduras</b>	US \$	169	127
<b>Hong Kong #</b>	Hong Kong \$	1 268	956
<b>Hungary #</b>	Euro	84	63
<b>Iceland</b>	ISK	23 151	17 458
<b>India #</b>	Indian Rupee	5 393	4 067
<b>Indonesia</b>	US \$	78	59
<b>Iran</b>	US \$	109	82
<b>Iraq</b>	US \$	114	86
<b>Ireland</b>	Euro	126	95
<b>Israel</b>	US \$	190	143
<b>Italy #</b>	Euro	114	86
<b>Jamaica</b>	US \$	137	104
<b>Japan #</b>	Yen	14 931	11 260
<b>Jordan</b>	US \$	183	138
<b>Kazakhstan #</b>	US \$	91	69
<b>Kenya</b>	US \$	125	94
<b>Kiribati</b>	Australian \$	212	160
<b>Korea Republic #</b>	Korean Won	167 856	126 580
<b>Kuwait (State of)</b>	Kuwaiti Dinars	46	35
<b>Kyrgyzstan</b>	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



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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





<b>Singapore</b>	Singapore \$	211	159
<b>Slovakia</b>	Euro	93	70
<b>Slovenia</b>	Euro	96	73
<b>Country</b>	<b>Currency</b>	<b>Special Daily Allowance</b>	
		<b>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</b>	<b>Other employees</b>
<b>Solomon Islands</b>	Solomon Islands \$	1 006	759
<b>South Sudan #</b>	US \$	133	100
<b>Spain</b>	Euro	102	77
<b>Sri Lanka</b>	US \$	91	69
<b>St Kitts &amp; Nevis</b>	US \$	206	156
<b>St Lucia</b>	US \$	195	147
<b>St Vincent &amp; the Grenadines</b>	US \$	170	128
<b>Sudan</b>	US \$	182	137
<b>Suriname</b>	US \$	97	73
<b>Swaziland #</b>	RSA Rand	1 243	937
<b>Sweden</b>	Swedish Kronor	1 197	902
<b>Switzerland</b>	S Francs	183	138
<b>Syria</b>	US \$	168	127
<b>Taiwan #</b>	New Taiwan \$	3 650	2 752
<b>Tajikistan</b>	US \$	88	67
<b>Tanzania</b>	US \$	117	88
<b>Thailand</b>	Thai Baht	4 505	3 398
<b>Togo</b>	CFA Francs	58 376	44 021
<b>Tonga</b>	Pa'anga	228	172
<b>Trinidad &amp; Tobago</b>	US \$	194	146
<b>Tunisia</b>	Tunisian Dinar	180	136
<b>Turkey</b>	Euro	92	69
<b>Turkmenistan</b>	USA \$	114	86
<b>Tuvalu</b>	Australian \$	308	232
<b>Uganda</b>	US \$	101	76
<b>Ukraine</b>	Euro	119	89
<b>United Arab Emirates</b>	UAE Dirhams	635	479



<b>United Kingdom</b>	B Pounds	93	70
<b>Uruguay #</b>	US \$	121	92
<b>USA #</b>	US \$	141	106
<b>Uzbekistan</b>	Euro	73	55
<b>Vanuatu</b>	US \$	151	114
<b>Country</b>	<b>Currency</b>	<b>Special Daily Allowance</b>	
		<b>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</b>	<b>Other employees</b>
<b>Venezuela</b>	US \$	267	202
<b>Vietnam #</b>	US \$	83	62
<b>Yemen</b>	US \$	85	64
<b>Zambia</b>	US \$	108	82
<b>Zimbabwe</b>	US \$	112	84

### Definition of Symbols

# Revised on 1 March 2016