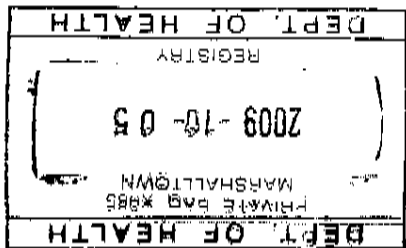


37 Sauer Street, Johannesburg, Private Bag X085, Marshalltown, 2107



Acting HEAD OF DEPARTMENT: HEALTH & SOCIAL DEVELOPMENT

DATE: 02/10/2009

1. Attached herewith please find a self-explanatory letter received from the Department of Public Service and Administration in the above regard.
2. The Financial manual for the calculation and the application of the special daily allowances for official visits abroad was amended with effect from 1 September 2009.
3. You are requested to bring the contents of this circular to the attention of all relevant personnel.
4. Your co-operation in this regard will be appreciated.

**REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS
ABROAD**

APPENDUM 1 TO PERSONNEL CIRCULAR MINUTE 21 OF 2009

**TO ALL CHIEF EXECUTIVE OFFICERS OF GAUTENG HEALTH
HOSPITALS, REGIONAL CHIEF DIRECTORS, PRINCIPALS OF
NURSING COLLEGES, EMERGENCY MEDICAL SERVICES, FORENSIC
PATHOLOGY SERVICES, DEANS / MANAGERS OF ORAL AND DENTAL
HOSPITALS, HEADS OF INSTITUTIONS, HR MANAGERS AND
CENTRAL OFFICE LINE FUNCTIONARIES.**

**CC: GAUTENG SHARED SERVICES CENTRE AND LINE
FUNCTIONARIES**

Enquiries: Mrs. E Fernandes
Tel. No.: (011) 355-3137
Fax2Email: 086 613-2557
E-Mail: Elena.Fernandes@gauteng.gov.za



**Department of Health
Lefapha la Maphelo
Departement van Gesondheid
Umyango wezeMpilo**



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 5454

Enquiries : Ms S Motung
Telephone : (012) 336 1072
File : 17/1/P

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

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 2009, the Minister for Public Service and Administration has in terms of section 3(5)(a) of the Public Service Act, 1994, as amended, read with Part V/E, 2(a) of the Public Service Regulations, 2001, determined with effect from 01 September 2009 that-

- 1.1. the 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.

For
DATE: 07-09-2009
DIRECTOR-GENERAL

Statistiek en Administrasie : Direkteur van Puso le Tsamiso . Ditshebeliso isa Mnuiso le Tsamiso . Umnyango weMisebenzi kaFuluman' nokufhala
Muhsho we Tshimelo ya Mvuzo na Vhulanguli . Kgoro ya Direke isa Mnuiso . Ndzawulo ya Vutshela-Mfumo na Valawuri
Litiko le Tshobond bafulumanele nokufhala . Ishe leNkanzo kaFulumanele noLawulo . Umnyango weMisebenzi kaFulumanele nokufhala

4

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

ANNEXURE A

2.1	Incidental expenses (15%)
2.2	Breakfast (20%)
2.3	Lunch (20%)
2.4	Dinner (45%)

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:

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.

2.

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 was determined to be R80.00 per day up to the 31 March 2010 and is revised with effect from 1 April each year.

1.2.2. The reasonable actual costs of three meals; and

1.2.1. The reasonable actual expenses in respect of accommodation, dry cleaning, and laundering;

1.2. In the case of official visits to the countries not listed in the table hereunder:

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).

1.1.1. The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and

1.1. In the case of official visits to the countries listed in the table hereunder:

1. When expenditure on accommodation is wholly met from public funds an employee is compensated on the following basis:

NOTE: PLEASE ALSO CHECK CIRCULARS ON THE dpsa website FOR THE LATEST ADJUSTMENTS BEFORE IMPLEMENTING THE ALLOWANCES IN THE TABLE HEREUNDER

ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC

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		
Algeria	Euro	146		
Angola	US \$	284		
Anguilla and Barbuda	US \$	200		151
Argentina	US \$	89		67
Armenia	US \$	254		191
Austria	Euro	98		74
Australia #	A \$	170		128
Azabaijani	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	113		86
Belize	US \$	138		104
Benin	Euro	81		61
Bolivia	US \$	55		42
Bosnia-Herzegovina #	Euro	71		53
Botswana	Pula	726		547
Brazil	US \$	121		91
Brunei	US \$	80		60
Bulgaria	Euro	81		61
Burkina Faso	Euro	91		69
Burundi	US \$	125		94
Cambodia	US \$	82		62
Cameroon #	Euro	187		141
Canada	C \$	142		107
Cape Verde Islands #	Euro	59		44
Central African Republic #	Euro	85		64
Chad	Euro	110		83
Chile	US \$	95		72
China (People's Republic)	US \$	143		108
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	77		58
Cook Islands	New Zealand \$	355		268
Cote D'Ivoire	Euro	113		86
Costa Rica #	US \$	72		54
Croatia	Euro	101		76
Cuba	US \$	112		84
Cyprus #	Euro	106		80
Czech Republic	Euro	86		65
Democratic Republic of Congo	US \$	201		152
Denmark #	Euro	172		130
Djibouti	US \$	90		68
Dominican Republic	US \$	90		68
Ecuador	US \$	91		68
Egypt #	US \$	115		87
El Salvador #	US \$	175		132
Equatorial Guinea	Euro	118		89
Eritrea #	US \$	84		63
Estonia	Euro	87		66
Ethiopia	US \$	59		45
Fiji	US \$	91		69
Finland	Euro	132		99
France	Euro	197		149
Gabon	Euro	207		156
The Gambia #	Euro	95		71
Georgia	US \$	237		179
Germany	Euro	97		73
Ghana	Euro	100		75
Greece	Euro	104		78
Grenada	US \$	137		103
Guatemala #	US \$	96		73
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 \$	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	85		64
Iceland #	ISK	27,115		20,447
India #	US \$	121		91
Indonesia	US \$	78		69
Iran	US \$	61		46
Iraq	US \$	114		86
Ireland	Euro	218		165
Israel	US \$	111		84
Italy #	Euro	112		84
Jamaica	US \$	137		104
Japan	Yen	16,694		12,589
Jordan	US \$	116		87
Kazakhstan	US \$	94		71
Kenya	US \$	93		70
Kiribati	Australian \$	212		160
Korea	US \$	131		99
Kuwait (State of)	US \$	138		104
Kyrgyzstan	US \$	156		118
Laos	US \$	91		68
Latvia	US \$	127		96
Lebanon #	US \$	121		91
Lesotho	RSA Rand	882		514
Liberia	US \$	88		67
Libya	US \$	101		76
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	Malawi Kwacha	19,726		14,875
Malaysia	Ringgit	280		211
Maldives	US \$	184		139
Mali #	Euro	149		112
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	162		122
Mauritius	US \$	170		128
Mexico	US \$	78		59
Moldova	US \$	150		113
Mongolia	US \$	63		48
Montenegro #	Euro	108		81
Morocco	US \$	96		72
Mozambique	US \$	99		74
Myanmar (Burma) #	US \$	117		88
Namibia	RSA Rands	600		453
Nauru	Australian \$	253		191
Nepal	US \$	58		43
Netherlands #	Euro	136		102
New Zealand	New Zealand \$	145		109
Nicaragua #	US \$	262		197
Niger	Euro	90		67
Nigeria	US \$	110		83
Niue	New Zealand \$	229		173
Norway #	NOK	1,545		1,165
Oman #	Rials Omani	54		40
Pakistan #	US \$	63		47
Palau	US \$	229		173
Panama	US \$	98		74
Papua New Guinea	Kina	259		195
Paraguay	US \$	64		48
Peru #	US \$	114		86
Philippines	US \$	95		72
Poland	Euro	88		67
Portugal #	Euro	110		83
Qatar	Qatar Riyals	517		390
Republic of Congo	Euro	135		101
Reunion	Euro	149		113
Romania	Euro	81		61

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	151		114
Rwanda	US \$	108		82
Samoa	Tala	221		166
Sao Tome	Euro	78		59
Saudi-Arabia	Saudi Riyals	392		296
Senegal	Euro	199		150
Serbia #	Euro	95		72
Seychelles	Euro	250		188
Sierra Leone	US \$	82		62
Singapore	Singapore \$	177		133
Slovakia #	Euro	98		74
Slovenia #	Euro	73		55
Solomon Islands	Solomon Islands \$	737		555
Spain #	Euro	104		79
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	744		561
Sweden	Swedish Krona	1,141		860
Switzerland	S Franc	174		132
Syria #	US \$	75		57
Taiwan	New Taiwan \$	3,426		2,583
Tajikistan	US \$	88		67
Tanzania	US \$	77		58
Thailand	Thai Baht	3,168		2,389
Togo	Euro	71		54
Tonga	Paanga	158		119
Trinidad & Tobago	US \$	194		146
Tunisia #	Tunisian Dinar	107		81
Turkey #	Euro	118		89

Revised on 1 September 2009

Definition of Symbols

Country	Currency	Special Daily Allowance
Turkmenistan	USA \$	114
Tuvalu	Australian \$	308
Uganda	US \$	87
Ukraine	Euro	119
United Arab Emirates #	Dhams	560
United Kingdom	B Pounds	109
Uruguay	US \$	110
USA	US \$	143
Uzbekistan	Euro	106
Vanuatu	US \$	119
Venezuela	US \$	106
Vietnam	US \$	84
Yemen	US \$	85
Zambia	US \$	108
Zimbabwe	US \$	100
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		

1

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

ANNEXURE A

2.1	Incidental expenses (15%)	2.1
2.2	Breakfast (20%)	2.2
2.3	Lunch (20%)	2.3
2.4	Dinner (45%)	2.4

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:

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.

2.

allowance was determined to be R80.00 per day up to the 31 March 2010 and is revised with effect from 1 April each year.

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

1.2.2. The reasonable actual costs of three meals; and

1.2.1. The reasonable actual expenses in respect of accommodation, dry cleaning, and laundering;

1.2. In the case of official visits to the countries not listed in the table hereunder:

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.).

1.1.1. The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and

1.1. In the case of official visits to the countries listed in the table hereunder:

1. When expenditure on accommodation is wholly met from public funds an employee is compensated on the following basis:

NOTE: PLEASE ALSO CHECK CIRCULARS ON the dpsa website FOR THE LATEST ADJUSTMENTS BEFORE IMPLEMENTING THE ALLOWANCES IN THE TABLE HEREUNDER

ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC

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	Euro	146		110
Angola	US \$	284		214
Antigua and Barbuda	US \$	200		151
Argentina	US \$	89		67
Armenia	US \$	254		191
Austria	Euro	98		74
Australia #	A \$	170		128
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	113		86
Belize	US \$	138		104
Benin	Euro	81		61
Bolivia	US \$	55		42
Bosnia-Herzegovina #	Euro	71		53
Botswana	Pula	726		547
Brazil	US \$	121		91
Brunei	US \$	80		60
Bulgaria	Euro	81		61
Burkina Faso	Euro	91		69
Burundi	US \$	125		94
Cambodia	US \$	82		62
Cameron #	Euro	187		141
Canada	C \$	142		107
Cape Verde Islands #	Euro	59		44
Central African Republic #	Euro	85		64
Chad	Euro	110		83
Chile	US \$	95		72
China (People's Republic)	US \$	143		108
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	77		58
Cook Islands	New Zealand \$	355		268
Cote D'Ivoire	Euro	113		86
Costa Rica #	US \$	72		54
Croatia	Euro	101		76
Cuba	US \$	112		84
Cyprus #	Euro	106		80
Czech Republic	Euro	86		65
Democratic Republic of Congo	US \$	201		152
Denmark #	Euro	172		130
Djibouti	US \$	90		68
Dominican Republic	US \$	90		68
Ecuador	US \$	91		68
Egypt #	US \$	115		87
El Salvador #	US \$	175		132
Equatorial Guinea	Euro	118		89
Eritrea #	US \$	84		63
Estonia	Euro	87		66
Ethiopia	US \$	69		45
Fiji	US \$	91		69
Finland	Euro	132		99
France	Euro	197		149
Gabon	Euro	207		156
The Gambia #	Euro	95		71
Georgia	US \$	237		179
Germany	Euro	97		73
Ghana	Euro	100		75
Greece	Euro	104		78
Grenada	US \$	137		103
Guatemala #	US \$	96		73
Guinea	Euro	71		54
Guinea Bissau	Euro	54		41
Guyana	US \$	107		81
Haiti	US \$	99		75
Honduras #	US \$	169		127
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	85		64
Iceland #	ISK	27,115		20,447
India #	US \$	121		91
Indonesia	US \$	78		59
Iran	US \$	61		46
Iraq	US \$	114		86
Ireland	Euro	218		165
Israel	US \$	111		84
Italy #	Euro	112		84
Jamaica	US \$	137		104
Japan	Yen	16,694		12,589
Jordan	US \$	116		87
Kazakhstan	US \$	94		71
Kenya	US \$	93		70
Kiribati	Australian \$	212		160
Korea	US \$	131		99
Kuwait (State of)	US \$	138		104
Kyrgyzstan	US \$	156		118
Laos	US \$	91		68
Latvia	US \$	127		96
Lebanon #	US \$	121		91
Lesotho	RSA Rand	682		514
Liberia	US \$	88		67
Libya	US \$	101		76
Lithuania	Euro	140		106
Macao	Hong Kong \$	1,087		820
Macedonia (Former Yugoslav)	Euro	91		68
Madagascar	Euro	97		73
Madaira	Euro	264		199
Malawi	Malawi Kwacha	19,726		14,875
Malaysia	Ringgit	280		211
Maldives	US \$	184		139
Mal #	Euro	149		112
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	162		122
Mauritius	US \$	170		128
Mexico	US \$	78		59
Moldova	US \$	150		113
Mongolia	US \$	63		48
Montenegro #	Euro	108		81
Morocco	US \$	96		72
Mozambique	US \$	99		74
Myanmar (Burma) #	US \$	117		88
Namibia	RSA Rands	600		453
Nauru	Australian \$	253		191
Nepal	US \$	58		43
Netherlands #	Euro	136		102
New Zealand	New Zealand \$	145		109
Nicaragua #	US \$	262		197
Niger	Euro	90		67
Nigeria	US \$	110		83
Niue	New Zealand \$	229		173
Norway #	NOK	1,545		1,165
Oman #	Rials Omani	54		40
Pakistan #	US \$	63		47
Palau	US \$	229		173
Panama	US \$	98		74
Papua New Guinea	Kina	259		195
Paraguay	US \$	64		48
Peru #	US \$	114		86
Philippines	US \$	95		72
Poland	Euro	88		67
Portugal #	Euro	110		83
Qatar	Qatar Riyals	517		390
Republic of Congo	Euro	135		101
Reunion	Euro	149		113
Romania	Euro	81		61

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	151		114
Rwanda	US \$	108		82
Samoa	Tala	221		166
Sao Tome	Euro	78		59
Saudi-Arabia	Saudi Riyals	392		296
Senegal	Euro	199		150
Serbia #	Euro	95		72
Seychelles	Euro	250		188
Sierra Leone	US \$	82		62
Singapore	Singapore \$	177		133
Slovakia #	Euro	98		74
Slovenia #	Euro	73		55
Solomon Islands	Solomon Islands \$	737		555
Spain #	Euro	104		79
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	744		561
Sweden	Swedish Krona	1,141		860
Switzerland	S Franc	174		132
Syria #	US \$	75		57
Taiwan	New Taiwan \$	3,426		2,583
Tajikistan	US \$	88		67
Tanzania	US \$	77		58
Thailand	Thai Baht	3,168		2,389
Togo	Euro	71		54
Tonga	Paanga	158		119
Trinidad & Tobago	US \$	194		146
Tunisia #	Tunisian Dinar	107		81
Turkey #	Euro	118		89

Revised on 1 September 2009

Definition of Symbols

Country	Currency	Special Daily Allowance
Turkmenistan	USA \$	114
Tuvalu	Australian \$	308
Uganda	US \$	87
Ukraine	Euro	119
United Arab Emirates #	Dihams	560
United Kingdom	B Pounds	109
Uruguay	US \$	110
USA	US \$	143
Uzbekistan	Euro	106
Vanuatu	US \$	119
Venezuela	US \$	106
Vietnam	US \$	84
Yemen	US \$	85
Zambia	US \$	108
Zimbabwe	US \$	100
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		