

(c) The provisions of subpara. (a) of this paragraph shall not apply to personnel who, although regularly employed, are not "permanent" in the sense that they are not contributors to the Public Service Superannuation Fund.

Such personnel shall receive the issues of clothing referred to in para. 10 and shall be entitled to the allowance and renewals provided in para. 12.

#### TRAVELLING ALLOWANCES AND EXPENSES: GENERAL.

14. Every care shall be taken that expenditure under the head of travelling-expenses is always as small as possible in the circumstances; and the O.C. District shall be held responsible that the least possible expense is incurred during the course of duty by those under his command.

15. No member shall proceed on any duty involving expenditure on travelling without first informing the head of his Department or his Commanding Officer, who, before granting permission to proceed, shall satisfy himself that travelling is necessary.

16. If, through the exigencies of the service, it is not practicable to obtain permission as aforesaid, the circumstances shall at once be reported in writing, or if the member returns within twenty-four hours shall be reported orally immediately on his return.

In every case where it is available, military or Government transport shall be utilized.

17. Any case which does not come within the provisions of these regulations shall be referred to Army Headquarters for a special ruling.

#### TRAVELLING-ALLOWANCE.

18. There shall be paid at the rate hereinafter provided a travelling-allowance, which shall include meals and portage.

Such allowance shall be paid only on defined absence from residence or headquarters, and not while the member is under canvas or with troops who are rationed.

When a member enters camp or other establishment where meals and quarters are available for the individual member, the time of entry shall be considered as the termination of the journey, and the departure therefrom as the commencement of a fresh journey.

	Per Day of Twenty-four Hours.		
	£	s.	d.
Chief of the General Staff .. .. .	1	5	0
Colonel, Lieut.-Colonel .. .. .	1	0	0
Major .. .. .	1	0	0
Captain (drawing salary exceeding £470) .. .. .	1	0	0
Captain (drawing salary not exceeding £470) .. .. .	0	17	6
Lieutenant, Second Lieutenant, Warrant Officer (drawing salary exceeding £380) .. .. .	0	17	6
Lieutenant, Second Lieutenant, Warrant Officer (drawing salary not exceeding £380) .. .. .	0	15	0
Warrant Officer, N.C.O., other ranks (drawing salary exceeding £305 but not exceeding £380) .. .. .	0	15	0
Other ranks (drawing salary exceeding £180 but not exceeding £305), where not more than six days are spent in one locality .. .. .	0	15	0
Other ranks (where more than six days are spent in one locality, with a minimum payment of £4 10s.) .. .. .	0	12	6
Cadet, Recruit .. .. .	Actual expenses.		

19. (a) "Porterage," which includes the cost of the employment of a porter to handle luggage at a wharf, hotel, or railway-station, shall not be a charge against public funds.

(b) The conveyance of personal luggage from or to a railway-station or wharf or other terminus, to or from the home of a member travelling on duty, or to or from the hotel or boardinghouse at which he is staying, shall not be regarded as porterage and, provided that car-hire is not charged for the same journey, may be allowed.

20. For a journey where a member is not obliged to be absent from his headquarters for a full day of twenty-four hours, actual and reasonable expenses shall be paid up to an amount not exceeding the full daily rate. (In New Zealand the maximum amount allowed for any one meal is 2s. 6d.)

21. When a member of the Regular Force is required to be in attendance at a camp-site prior to the day of arrival of advanced parties, and during the period preceding the arrival of advanced parties is necessarily required to make his own arrangements for meals, the travelling-time shall be calculated from the time he left his station to the time of the first meal in camp, but where he is not required to make his own arrangements for meals the travelling-time shall be calculated only to the time of his own arrival in camp.

22. (a) Provided the total period of absence exceeds twenty-four hours, the rate for portion of a day shall, for each hour's absence, be one twenty-fourth part of the full daily rate.

(b) In computing the time of absence any part of an hour less than half an hour shall not be taken into account, but half an hour or more shall be reckoned as one hour.

23. In the cases of members of the Regular Force travelling on duty, not more than 75 per cent. of the maximum travelling-allowance for the estimated period of absence may be advanced.

Applications for such advance shall be made on the form provided for the purpose.

24. Whenever the Army Secretary is satisfied that a travelling-allowance smaller than the scale rate should suffice he may act accordingly.

25. The following table shows the class of accommodation by rail and by steamer available for members of the Regular Force when travelling in New Zealand:—

Rank.	Class of Accommodation.	
	By R.II.	By Steamer.
Officers, Warrant Officers, N.C.O.s above rank of Sergeant .. .. .	First ..	First.
All other ranks .. .. .	Second..	Second.

A superior class of accommodation may, upon medical recommendation, be assigned to invalids.

26. (a) The following officers when travelling on the public service shall be entitled to deck-berths in steamers and sleeping-berths on trains at the public expense:—

- General Officer Commanding.
- Chief of the General Staff.
- Inspector-General.
- Officers Commanding Districts.
- Officers Commanding Divisions.
- Director-General of Medical Services.
- Deputy Chief of the General Staff.
- Assistant Chief of the General Staff.
- Adjutant-General.
- Quartermaster-General.
- Commander, R.N.Z.A.
- Director of Dental Services.

(b) In special circumstances the Minister may extend the privilege provided in subpara. (a) to any other officer.

(c) Where special deck or de luxe sleeping-berth is used, the additional cost above that of an ordinary deck or sleeping-berth shall be borne by the officer.

27. Except as provided in the last preceding paragraph, where an officer, warrant officer, or non-commissioned officer above the rank of sergeant who is travelling by train uses a sleeping-berth, the cost shall, on production of a receipt for payment thereof, be refunded to him.

In such case the claimant shall, except where the claim is for out-of-pocket expenses only during a period of less than twenty-four hours, reduce his claim for travelling-allowance by one-fourth of one full day's travelling-allowance at scale rate.

If a "special" sleeping-berth is used, the cost above that of an "ordinary" sleeping-berth must be borne by the claimant, except when travelling on the "Limited" express.

28. (a) Except in the case of an officer mentioned in para. 26 (a) and (b), where a member of the Regular Force travelling by sea is provided with sleeping-accommodation, and the journey by sea does not occupy more than twenty-four hours, he shall reduce his claim for travelling-allowance by one-fourth of one full day's travelling-allowance at scale rate.

(b) Where actual travelling-expenses only are drawn by the member, the claim shall not be reduced.

(c) If special accommodation is used, the additional cost above that of ordinary accommodation shall be borne by the officer or other rank concerned.

#### FORAGE ALLOWANCE WHEN TRAVELLING.

29. Provided the distance travelled is not less than ten miles from his headquarters, every member of the Regular Force travelling on duty for which (with his horse) he has been detailed, shall be paid forage allowance at the rate of 1s. 6d. per feed, with a maximum of 4s. 6d. per diem.

#### BICYCLE ALLOWANCE.

30. (a) Members of the Regular Force may, where it is more economical to do so, use bicycles in lieu of horses.

The cost of the bicycle shall, on the approval of the Army Secretary, become a charge against the Department.

An allowance not exceeding £2 per annum shall be allowed for the upkeep of the bicycle; and the certificate on the voucher must indicate that the amount claimed has been expended on upkeep, and that the bicycle is in good order and repair.

(b) The annual upkeep-allowance shall be claimed in arrear at the end of each twelve-months period of use, and shall be paid only to the member who actually owns and is in possession of the bicycle.

#### TRAVELLING-ALLOWANCE ON TEMPORARY TRANSFER.

31. (a) A member of the Regular Force temporarily transferred for duty from his own headquarters to a station where neither rations nor quarters are provided may be granted travelling-allowance for such period, not exceeding twenty-eight days in the case of a married member and seven days in the case of a single member, as the Minister shall prescribe.

Where the term of duty extends beyond the period of twenty-eight days or seven days, as the case may be, a commuted allowance for such additional period may be granted by the Minister.

(b) A member of the Regular Force on relieving duty at a station away from his own headquarters may be granted a relieving-allowance at a rate fixed according to circumstances by the Minister, but not exceeding the rate of travelling-allowance for rank laid down in para. 18.

Ordinary travelling allowance or expenses may, however, be claimed for the time occupied in travelling to and from headquarters.

#### ALLOWANCES ON PERMANENT TRANSFER.

32. Where a member of the Regular Force is permanently transferred from one station to another, payment of personal expenses, for which receipts duly completed by the payees are produced, may be allowed by the Army Secretary up to an amount not exceeding the travelling-allowance for rank for the period set out hereunder:—

Married personnel—			
At commencement of journey .. .. .	2	days.	
On arrival at destination .. .. .	7	days.	
If moving into Government quarters allotted at destination .. .. .	2	days.	
Single personnel—			
On arrival at destination .. .. .	2	days.	
If proceeding to Government quarters .. .. .	Nil.		