

## ARMOURERS.

99. The scale of pay for armourers shall be as follows :—

No.	Rank.	Pay per Diem, Seven Days per Week.	Remarks.
1	Armourer-sergeant-major (W.O.) ..	s. d. 12 0	No allowances other than travelling, as laid down in the Financial Instructions and Allowance Regulations.
2	Armourer Quartermaster Sergeants	10 0	
3	Armourer Staff Sergeants ..	9 0	
4	Apprentices .. ..	3 6	

99A. Increments in pay of armourer apprentices shall be as follows : First year, 3s. 6d. per diem ; second year, 4s. per diem ; third year, 5s. per diem ; fourth year, 6s. per diem ; fifth year, 7s. per diem.

100. Appointments to the rank of armourer Staff sergeants will be made on passing the necessary qualifying examination.

101. Boys will be enrolled between the ages of fifteen and eighteen years as apprentices, and will serve as such for five years.

### SECTION III. — TRAVELLING ALLOWANCES AND EXPENSES, AND OTHER ALLOWANCES OF IMPERIAL GENERAL STAFF, NEW ZEALAND STAFF CORPS, ROYAL NEW ZEALAND ARTILLERY, AND PERMANENT STAFF.

#### General Instructions.

102. All vouchers or allowances for travelling-expenses must be made out in detail on the proper form, and signed and certified by the claimant, and certified as correct by the O.C. District or other authorized authority. All items of expenditure for sums of 5s. and over must be accompanied by receipted accounts. In all cases a day means a day of twenty-four hours.

103. Every care must be taken that the expenditure under the head of travelling-allowance is kept down to the lowest possible limit, and Officers Commanding Districts are held responsible that the least possible expenditure is entailed by those under their command in the performance of their duties.

104. No officer shall proceed on any duty without first informing the head of his department or commanding officer, and such head of department or commanding officer, before granting permission, shall satisfy himself that the travelling is necessary. If, through the exigency of the service, it is not practicable to obtain the permission of the head of the department or commanding officer, the circumstances should be at once reported in writing, or verbally if the officer travelling returns within twenty-four hours.

105. All persons on first taking up appointments must join at their own cost ; no travelling or other expense will be allowed for themselves, wives, or families. A special agreement may, however, be made by the authority of the Minister, if the person joining comes from outside the Dominion, or in cases of persons proceeding from one Island to another.

106. In all cases where military or Government transport is available it must be utilized.

107. Any case not coming within the above should be submitted to Headquarters for a special ruling.

108. The travelling-claims of members of the Military Forces shall be signed or certified as under :—

Headquarters—By the head of each department.

Districts—

(1.) District Staff—By the Officer Commanding the District, or in his absence by the Assistant Adjutant and Quartermaster-General.

(2.) Units in district—Signed by the officer commanding the unit and countersigned by the Officer Commanding the District, or by the Assistant Adjutant and Quartermaster-General in his absence.

109. In every case the officer signing the claim will satisfy himself that the cheapest mode of public conveyance has been used, and that the charges are in accordance with the regulations.

110. Claims for travelling-expenses and for travelling-allowance shall be prepared in full detail, and in order of occurrence, on the proper voucher form, to be submitted for payment not later than one month after the completion of the journey.

#### IMPERIAL GENERAL STAFF, NEW ZEALAND STAFF CORPS, ROYAL NEW ZEALAND ARTILLERY, AND PERMANENT STAFF.

111. Travelling-allowances on the following scale on substantive rank shall be paid, and such allowances shall include meals and portorage, and shall be paid only on defined absence from residence or headquarters. (The travelling-allowances may not be drawn while under canvas, or while in receipt of camp or messing allowance, or while with the troops who are rationed) :—

	Per Day.
	£ s. d.
G.O.C. .. .. .	1 5 0
Colonels .. .. .	0 15 0
Lieut.-Colonels and Majors .. .. .	0 12 6
Captains and Lieutenants .. .. .	0 11 0
Warrant officers and all N.C.O.s of and above the rank of sergeant .. .. .	0 10 0
All other ranks below that of sergeant .. .. .	0 8 0