

evidence concerning the matter of appeal. As an alternative the Board of Appeal may, at the request of appellant, allow any officer in the same division resident in the locality where the appeal is to be heard to appear before them on behalf of appellant.

104. The scale of allowances which may be paid to any witness summoned, for his travelling-expenses and maintenance during his absence from his usual place of residence, shall be the same as that allowed under the regulation for travelling-allowances.

105. If any officer of the Department interviews or communicates with any member of the Board, either directly or indirectly, in reference to any appeal which such officer has made, or may be about to make, such appeal shall not be considered by the Board.

106. The Chairman of the Board shall, as soon as possible after the appeal has been considered, forward the decision of the Board, together with all papers in connection with the appeal, to the Commissioner, who shall keep them as records of his office.

107. The Commissioner shall at once give effect to the decision of the Board, and notify the appellant of the result of his appeal.

108. Where, in the opinion of the Commissioner, the decision of the Board of Appeal applies equally to any other officer, the Commissioner may extend to such last-named officer the same advantage as has been granted to the appellant.

#### PART VI.—TRAVELLING-ALLOWANCES.

##### TRAVELLING-ALLOWANCES AND TRAVELLING-EXPENSES.

109. All salaried officers shall receive travelling-allowance for personal expenses at the following rates:—

	Per Diem.
	s. d.
(a.) Officers drawing salaries not exceeding £100 per annum: Actual expenses.	
(b.) Officers drawing salaries exceeding £100 and not exceeding £400 per annum .. .. .	10 0
(c.) Officers drawing salaries exceeding £400 and not exceeding £500 per annum .. .. .	12 6
(d.) Officers drawing salaries exceeding £500 per annum and not exceeding £600 per annum .. .. .	15 0
(e.) Officers drawing salaries exceeding £600 per annum	17 6
Provided that while at sea the allowance shall be—	
For the first day of absence from headquarters .. .. .	5 0
For subsequent days .. .. .	2 6

110. Per diem travelling-allowances shall be paid only where an officer is necessarily absent from his headquarters at night; but for all journeys where an officer is not obliged to be absent at night one twenty-fourth of the daily rate will be paid for each hour when the absence is more than one-fourth of a day.

111. Nothing in these Regulations shall preclude the Commissioner from authorizing temporary special rates or amounts for travelling, to meet special cases.

112. The cost of transport by land or sea will be paid by the Government, or, when paid by the officer travelling, the same will be refunded to him on production of vouchers, but no vouchers for such expenses will be required for sums of 5s. and under, and vouchers for railway fares will not be required if the railway travelled upon and the extent of the journey is stated.

113. All vouchers for travelling allowances or expenses must be made out in detail on the proper Treasury form, signed and certified by the claimant, and certified as correct by the Permanent Head of his Department or other authorized authority.

114. The nature of the duty on which the officer is travelling and the amount of his salary shall be stated on the voucher.

115. No officer shall leave his headquarters without the authority of the Permanent Head or of some officer authorized by him.

116. When an officer temporarily stationed at any place and receiving a travelling-allowance has to visit any other place, and thereby necessarily incurs extra personal expenses, he may be permitted to draw such additional allowance for the visit as the Permanent Head directs.