

MEAL ALLOWANCE.

117. In any case where an officer is directed to commence duty at least two hours before the ordinary time, or remain on or return to duty at least two hours after the ordinary time, and such additional duty necessitates such officer taking a meal away from home, he shall be granted a meal allowance on the following scale: Officers receiving £400 a year and over, 2s. 6d.; under £400 a year, 1s. 6d.

Any officer directed to work on Sunday or a Public Service holiday shall be granted meal allowance at the rate of 2s. 6d. per meal, provided that Sunday-work shall not be ordered except under very special circumstances. Tram fares to and from residence shall be paid when no meal allowance is paid.

CONVEYANCE OF OFFICERS TRANSFERRED.

(Where cost borne by officers.)

118. Officers who are transferred from one locality to another solely at their own request, or by exchange (except as provided for in the next regulation), must bear the whole cost of their removal. When transferred on account of misconduct the cost must be borne by officers in fault, unless otherwise determined by the Commissioner prior to removal.

(Where cost borne by Department.)

119. When officers are transferred—

(a.) In the public interest;

(b.) To meet the convenience of the Department, or in the ordinary course of promotion;

the actual cost of conveyance of such officers, and of their family, will be paid by the Department.

120. With respect to the expression "cost of conveyance," it must be distinctly understood that officers are not empowered to engage vehicles at greater cost where there are public conveyances plying; but in places where public vehicles do not ply, or do not run at convenient hours, a mileage rate to cover the cost of conveyance may be allowed, not exceeding 6d. per mile; or, in any special circumstances, such rate or allowance not exceeding actual expenses as the Permanent Head may deem adequate, it being understood that the most rigid scrutiny shall be exercised in the matter of special rates or allowances.

121. In exceptional cases the Permanent Head may allow an officer travelling in his own conveyance on the public service a mileage rate not exceeding 6d. per mile, or, where the circumstances justify it, such rate or allowance as may be determined as above prescribed; but such exceptional rate or allowance shall only be allowed where the Permanent Head considers that a saving will be effected by the officer so travelling in preference to his using a public conveyance.

122. Unless specially authorized by the Permanent Head, cab fares shall not be allowed where the distance can be traversed by the ordinary manner of conveyance—i.e., by rail, tram, or omnibus.

123. The maximum period for which personal expenses may be allowed by the Permanent Head to an officer on transfer from one district to another shall be,—

At commencement of journey—

Married officer 2 days.

Single officer 1 day.

On arrival at destination—

Married officer 7 days.

Single officer 2 days.

REMOVAL OF FURNITURE.

124. Reimbursement of cost of removing furniture shall be subject to the following limitations:—

Officers' Salaries.	Maximum Amount allowed.
Under £200	£ 35
£200 and under £400	45
£400 and under £600	50
£600 and over	60