

duty, will be paid actual expenses only during the period of such relieving duty; claims for such actual expenses to be supported by vouchers, and to be subject to revision by the Secretary. Cadets entitled to lodging-allowance, when appointed to relieving duty involving separate payment for such duty, will not be entitled to claim lodging-allowance for a longer time than one week after the relieving duty commences. Only actual expenses will be paid for day of return to home or of arrival at station. Cost of transport by land and sea will be paid by the Department.

250. Except in cases where a higher rate is or may be specially authorized by the Minister, other officers travelling on the service of the Department will receive the following allowances for personal expenses: Per diem: (1) Officers drawing salaries not exceeding £400 per annum, 10s.; (2) officers drawing salaries exceeding £400 and not exceeding £600 per annum, 12s. 6d.; (3) officers drawing salaries exceeding £600 per annum, 15s.: Provided that while at sea the allowance shall be—for the first day, 5s.; for subsequent days, 2s. 6d. Such allowances shall include meals and portorage. Portorage includes the cost of employing a porter to handle luggage at a wharf, hotel, or railway-station, and must be paid for out of the daily allowance. The conveyance of personal luggage from or to a railway-station or wharf or other terminus, to or from the home of an officer travelling on public service, or to or from hotel or boardinghouse at which he is staying, is not defined as portorage, and may be allowed, provided that cab-hire is not charged for the same journey.

251. Travelling-allowances are 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, actual expenses will be paid to an amount in no case exceeding the full daily rate above authorized for personal expenses, on production of a statement giving details of the nature of the charges, with dates, places, and to whom paid. Any of the foregoing rates may be abrogated only on the special authority of the Minister.

252. Cost of transport by land or sea will be paid by the Department, or, when paid by the officer travelling, will be recouped to him on production of vouchers; but no vouchers for such expenses will be required for sums not exceeding 5s., and vouchers for railway fares will not be required if the railway travelled upon and the extent of the journey are stated. (See Rule 1098.)

253. Officers are not entitled to draw travelling-allowance for any time during which they perform relieving duty, except as follows: When, in performing relieving duty, an officer is not required to stay more than three nights in the place where such duty is performed, he may claim to be paid travelling-allowance instead of relieving-allowance if his expenses for the time of his stay are not fully paid for by the relieving-allowance; and if he so claims he will be paid accordingly on submitting vouchers.

254. The actual expenses will be paid, up to £7 10s., of removal of newly appointed cadets from their homes to the places to which they are appointed.

255. Unmarried officers on transfer from one office to another are expected to take their luggage with them when travelling by train or steamer, and must not, except under exceptional circumstances, incur additional expenditure by forwarding their luggage separately.

256. Vouchers for steamer fares, or any other expenses whatever in connection with the travelling or transfer of officers, are not on any account to be paid until they have been checked