

20. The allowance shall be for each day of twenty-four hours, and the day shall be deemed to commence at the hour of departure from headquarters. For any portion of a day the rate shall be one twenty-fourth of the full daily rate for each hour's absence: Provided that when the absence does not exceed six hours, actual and reasonable expenses only shall be paid.

In computing the time of absence, a fraction of an hour, if less than half an hour, shall not be taken into account; but half an hour or more shall be reckoned as one hour.

In any case special arrangements may be made by the Commissioner as to the allowance to be made to any person.

Whenever the Permanent Head is satisfied that a lower travelling-allowance than the scale should suffice, he may direct accordingly.

21. An officer travelling by train from Wellington to Auckland or *vice versa* may claim, in lieu of the ordinary travelling-allowance, a refund of actual and reasonable payments made by him. Such claim may include the cost of a sleeping-berth, but if made shall cover a period of twenty-four hours from the time of departure, or the whole period occupied in travelling if such period is less than twenty-four hours.

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

23. 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.

24. 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 or other authorized authority.

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

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

27. 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.

All Prison officers holding rank above that of warder, including Matrons and Assistant Matrons, shall be allowed first-class fares by train and steamer when travelling on the service of the Department, except when escorting prisoners, when they must travel second class unless otherwise directed by the Permanent Head. Warders, probationary warders, and other officers of lower rank will be allowed second-class fares.

MEAL ALLOWANCES.

28. When no other general provision is made officers required to attend sittings of the Supreme Court, or who are detailed for other duty entailing absence from their homes during meal-hours, may be granted an allowance to cover the cost of their meals at the following rates: Gaolers, 2s.; all other officers of prisons, 1s. 6d. per meal.

CONVEYANCE OF OFFICERS TRANSFERRED.

(Where cost borne by officers.)

29. 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.)

30. 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.