

31. 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.

32. 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.

33. 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.

34. 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 .. |

REMOVAL OF FURNITURE

35. 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 |

36. In providing for cost of removal only necessary household furniture and effects shall be taken into consideration.

37. Cost of removal shall not be allowed on the effects set out hereunder :—

- Dog-kennels.
- Plants in boxes or pots.
- Wood and coal.
- Horses, vehicles, harness, except when such are portion of equipment in connection with official work.
- Live-stock—poultry, cows, &c.
- Clothes-props, garden-seats, timber or material connected with outside structures.
- Aviaries and beehives.
- Boats.

38. Before removal is undertaken the officer shall, where practicable, obtain offers from at least two carriers and submit them to the Permanent Head, who may authorize the acceptance of the more suitable, provided that the maximum amount above stated is not exceeded.

39. The Permanent Head may, in lieu of the actual cost of removal, authorize payment of a lump sum not exceeding the maximum prescribed for removal expenses.

40. Vouchers must be produced for all sums paid over 5s.

41. Where exceptional circumstances can be shown to exist, a reasonable amount in excess of the maximum under these regulations may be authorized by the Commissioner.

42. In the case of a new appointment the Commissioner may allow such sum as in his opinion is reasonable to cover the cost of conveyance of the officer to his destination.