

(2.) The allowance shall be for each day of twenty-four hours. The day shall be deemed to commence at the hour of departure from headquarters, which for the purposes of this regulation shall be considered to be the office at which the officer ordinarily performs duty.

(3.) For any portion of a day the rate shall be one twenty-fourth of the full daily rate for each hour's absence.

(4.) 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.

(5.) When an officer leaves and returns to headquarters the same day actual and reasonable expenses only shall be paid.

(6.) An officer travelling by train may claim, in lieu of the ordinary travelling-allowance, an allowance of £1 for the day of departure or return, provided he has incurred the cost of a sleeping-berth on the train, a receipt for which must be produced. Such allowance shall cover a period of twenty-four hours from the time of departure or return, or the whole period occupied in travelling if such period is less than twenty-four hours.

(7.) Any officer specially authorized by the Secretary shall be entitled to claim the cost of a deck-cabin in addition to the allowance provided herein.

(8.) Officers called upon to perform relieving duty which necessitates their absence at night from home shall be paid allowances at the following rates:—

	Per Diem.
	£ s. d.
(a.) To officers drawing salaries exceeding £165 and not exceeding £270	0 10 0
(b.) To officers drawing salaries exceeding £270 and not exceeding £500	0 12 6
(c.) To officers drawing salaries exceeding £500	0 15 0

Other officers drawing salaries not exceeding £165 when appointed to relieving 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. Officers 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.

(9.) 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 be paid travelling-allowance instead of relieving-allowance. But travelling-allowance may be paid for the day occupied in travelling to or from headquarters, provided that the time occupied exceeds six hours on each occasion.

(10.) In any special case the Secretary may authorize payment of an allowance at a higher rate.

(11.) Whenever the Secretary is satisfied that a lower travelling-allowance than the scale should suffice he may direct accordingly.

(12.) Payment for the use of a vehicle owned by an officer (motor-car, &c.) for journeys on the public service is allowable only where a public conveyance is not available, or available only at a greater cost, or where it is proved to the satisfaction of the Secretary that other means of transit would be detrimental to the public interest on the grounds of urgency or otherwise.

(13.) In all cases the least expensive means of conveyance available must be used, but if Government transit is available it must be utilized.

(14.) The cost of transport by land or sea will be paid by the Government. Wherever possible orders shall be issued for railway, steamer, or coach fares. If paid by the officer travelling, the cost will be refunded to him on production of vouchers, but no voucher 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. The reason why an order was not issued is to be shown on the claim.

(15.) All vouchers for travelling allowances or expenses must be made out in detail on the proper form, signed and certified by the claimant, and certified as correct by the authorized officer.