

staying, shall not be regarded as portage, and may be allowed, provided that cab-hire is not charged for the same journey.

70. Vouchers for travelling-expenses must show full details of place, date, and time of arrival and departure, and state definitely nature of the duty on which the claimant was travelling. Receipts must be provided for all individual items of expenditure exceeding 5s. in amount. Motor-car hire will only be passed when it is the cheapest for only mode of conveyance and is authorized by the G.O.C. In all cases the least expensive conveyance available must be employed, but if public transport is available it must be utilized. Charges for cab-hire, cartage, &c., must be strictly in accordance with the scale laid down in local body by-laws.

71. In every case the officer certifying the claim will satisfy himself that the cheapest mode of public conveyance has been used, and that the charges are in accordance with the regulations.

72. Claims for travelling-expenses and for travelling-allowances shall be prepared in full detail and in order of occurrence, on the proper voucher form, to be submitted for payment not later than one month after the completion of the journey.

73. In the case of members of the Forces travelling on duty, not more than 75 per cent. of the maximum travelling-allowance for the estimated period of absence may be advanced. Applications for such advance must be made on the form provided for the purpose.

Accommodation when Travelling in the Dominion.

74. The following table shows the classes of accommodation by rail and sea available for officers and other members of the Permanent Force and Permanent Staff :—

Rank.	Class of Accommodation.	
	By Rail.	By Steamer.
<i>Permanent Force and Permanent Staff.</i>		
Officers	1st	1st
Warrant officers, Staff sergeants-major, sergeant-instructors, and quartermaster-sergeants; also company and battery sergeants-major when on instructional duty	1st	1st
All other ranks	2nd	2nd

A superior class of accommodation may, upon medical recommendation, be assigned to invalids.

75. The following officers when travelling on the public service shall be entitled to deck berths on steamers and sleeping-berths on trains at the public expense :—

Officers at General Headquarters—

General Officers.

Director of Military Training.

Staff Officers in Charge "G," "A," and "Q" Branches.

Director of Artillery.

Director of Ordnance Services.

Director of Financial Services.

Director of Medical Services.

Officers at District Headquarters—

O.C. Commands.

Chief Staff Officers.

76. Under special circumstances the Minister may grant an extension of the privilege conferred in the preceding regulation to an officer other than the above.

77. Except as provided above, officers up to and including the rank of Colonel, W.O.s and N.C.O.s above the rank of sergeant, travelling by train may claim, in lieu of the ordinary travelling-allowance, an allowance of £1 for the day of departure or return, provided they have 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.

Transport for New Appointees.

78. All persons on first appointment will be provided with travelling-warrants for themselves, their wives and families; and household effects will be moved at Government expense subject to the provisions of paragraphs 80 to 85.

Removal of Furniture.

WHERE COST BORNE BY SOLDIER.

79. Members transferred from one station 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 the member at fault, unless otherwise determined by the Minister prior to removal.

WHERE COST BORNE BY PUBLIC.

80. When members 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 soldiers and of their families will be paid by the Department.

81. Whenever possible, removals will be carried out entirely by the Defence Department. In such cases the procedure will be as follows :—

(a.) All cases and other packing required will be provided by the Army Service Corps or Ordnance Corps.