

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.

Whenever the G.O.C., or, in his absence, the C.G.S., is satisfied that any lesser travelling-allowance than the scale rate should suffice, he may act accordingly.

73. For all journeys where an officer, N.C.O., or man is not obliged to be absent from his headquarters for a full day of twenty-four hours, actual and reasonable expenses shall be paid up to an amount in no case exceeding the full daily rate above authorized for personal expenses, on production of a statement giving the details of the nature of such charges. The maximum charge allowed for meals is 2s. 6d. in New Zealand.

74. Porterage includes the cost of the employment of 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 the hotel or boardinghouse at which he is staying, shall not be regarded as porterage, and may be allowed, provided that cab-hire is not charged for the same journey.

75. 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 or only mode of conveyance and is authorized by the G.O.C., or, in his absence, by the C.G.S. 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. Cab or taxi hire is not admissible unless it is certified that the officer was accompanied by military or other personal gear which could not be carried.

76. 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.

77. 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.

78. 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.

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

Rank.	Class of Accommodation.	
	By Rail.	By Steamer.
<i>Permanent Forces.</i>		
Officers	1st	1st
Warrant officers, and N.C.O.s above the rank of sergeant	1st	1st
All other ranks	2nd	2nd

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

80. 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.
- Chief of the General Staff.
- Adjutant-General.
- Quartermaster-General.
- Director of Military Training.
- Director of Artillery.
- Director of Financial Services.
- Director of Ordnance Services.
- Director of Medical Services.

Officers at Command Headquarters—

- O.C. Command.
- General Staff Officer 1st Grade.

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

82. 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.