

*Revoking and substituting Financial Instructions and Allowance Regulations for the New Zealand Military Forces.*

CHARLES FERGUSSON, Governor-General.

IN pursuance and exercise of the powers and authority conferred on me by the Defence Act, 1909, and its amendments, I, General Sir Charles Fergusson, Baronet, Governor-General of the Dominion of New Zealand, do hereby revoke the Financial Instructions and Allowance Regulations for the New Zealand Military Forces published in the *New Zealand Gazette* of the eighteenth day of May, one thousand nine hundred and twenty-two, together with all amendments thereto, and substitute in lieu thereof the regulations set out in the Schedule hereto; and I do hereby declare that such revocation shall take effect and such new regulations come into force as from the date of publication thereof in the *Gazette*.

#### SCHEDULE.

THESE regulations are divided into Sections, as follows:—

- Section I.—General Instructions.
- Section II.—Pay and Special Allowances of the N.Z. Permanent Forces.
- Section III.—Uniform Allowance, Travelling Allowances and Expenses, and other Allowances.
- Section IV.—Pay and Allowances of the Territorial Force and Reserve.
- Section V.—Compensation to the Members of the Forces.
- Section VI.—Special Grant for the Territorial Force.
- Section VII.—Audit.
- Section VIII.—Rations and Forage.
- Section IX.—Allowances to Witnesses at Courts-martial or Courts of Inquiry.
- Section X.—Medical Attendance.
- Section XI.—Sick-leave, &c., N.Z. Permanent Forces.
- Section XII.—Postage and Telegrams.
- Section XIII.—Sale of Government Stores.
- Section XIV.—N.Z. Army Pay Corps.
- Section XV.—Military Funerals.
- Section XVI.—Miscellaneous.

#### SECTION I.—GENERAL INSTRUCTIONS.

##### Definition.

1. THE expression "N.Z. Permanent Forces" includes N.Z. Staff Corps, R.N.Z.A., N.Z.P.A.F., N.Z.P.S., N.Z.A.O.C., N.Z.A.P.C., N.Z.P.A.S.C., and N.Z. Army Medical Corps; officers and other ranks of the Imperial or other Dominion Forces, and all officers and other ranks temporarily appointed to the N.Z. Military Forces on a full-time basis.

The term, however, does not include officers employed in military hospitals, members of N.Z.A.N.S., V.A.Ds, or masseuses.

##### Method of Receiving and Forwarding Claims of all Descriptions for Payment.

2. (1.) All transfer vouchers shall be prepared in triplicate, and all claims, whether for travelling, the purchase of goods, or for other services, shall be prepared in triplicate—viz., two blue copies and one white copy.

(2.) Filing officers for all claims will be appointed by Command Headquarters, and should normally be area officers, Adjutants, Ordnance, and A.S.C. officers.

(3.) At every office of a filing officer so appointed there shall be kept a file for claims, and the filing officer is responsible that a copy of every claim certified as a true copy is filed thereon before forwarding any claim for final certification. Third copies of claims will be endorsed "Copy filed."

(4.) Certifying officers are responsible that no claim is sent forward for payment unless it is ascertained that a true copy is so filed.

(5.) Command Paymasters will be responsible as filing officers for all claims from their Headquarters, and shall also be responsible that they satisfy themselves that files are properly kept by the various filing officers.

(6.) Filing officers at General Headquarters may be appointed with the approval of the D.F.S.

##### Preparation of Claims.

3. All invoices from which vouchers are prepared must be date-stamped immediately upon receipt, and all vouchers for contingent services prepared by an officer of the Department must show the date of such preparation. Where vouchers are passed from one branch or office to another, each such branch or office must also indicate the date of receipt on the voucher. All concerned are responsible that they provide themselves with a proper rubber date-stamp showing the name of the branch or office.

4. All vouchers must show the rate according to the number, weight, or measurement of all articles by which the computed value of any item on the voucher has been arrived at. If this cannot be shown, the words "The price is as agreed upon" must be incorporated in the voucher.

5. Vouchers must be prepared by the claimants. Particulars must be clearly written, and be free from erasures and interlineations. Where a slight alteration is found to be necessary the word or figure should be ruled through, and the correction substituted and initialled.

6. The claimant must state his full Christian name, with full address. In the case of partnerships, companies, societies, &c., the registered titles of such will suffice.