738. Where travelling by an indirect route is necessary, warrants should be endorsed accordingly, giving full particulars as to the necessity for using other than the direct route, and certified to by the issuing officer.

Coach and Steamer Warrants.

739. Where Defence warrants or orders (Form N.Z. 144) for coach and steamer passages other than by vessels of the Union Steamship Company, Anchor Shipping Company, and Northern Steamship Company are issued at or from centres where there are Tourist offices, such warrants shall be drawn on and relative tickets obtained from the Tourist Agent, in lieu of being presented to individual coach or motor proprietors and shipping companies.

Warrants on motor companies and steamship companies (other than Union Steamship Company, Anchor Shipping Company, and Northern Steamship Company) will be enfaced with the words "Value to be collected through Government Tourist Department."

Transport companies concerned will then claim on the Tourist Department, which will render relative vouchers, thus ensuring that the State receives the commission arranged by that Department.

This procedure is not applicable to rail warrants.

Presentation of Warrants.

740. Warrants (rail) must be presented only at a booking or at an officered station (or to the guard of the train at a flag station), and tickets as authorized obtained in lieu thereof. Any additional expenditure incurred through failure to comply with this instruction will be surcharged to the offender or offenders. (See also para. 733.)

Holiday-excursion Rail Tickets.

741. Where rail warrants are issued for use during holiday excursion periods (*i.e.*, at Christmas and Easter), and the return portions of relative tickets are to be used during period of availability of current holiday-excursion tickets, such warrants must be endorsed that return journeys authorized thereby will be completed prior to date of expiry of said period of holiday-excursion availability.

Annual Season Rail Tickets.

742. Annual season rail tickets are issuable at ordinary rates. Officers and other ranks of the Permanent Forces periodically travelling on duty over lines or sections should record their journeys, compute the cost of warrants at ordinary rates, and make applications through their headquarters for season tickets where such, for mileage regularly travelled annually, ensures a saving in cost of their rail transport. In forwarding applications for the issue of season tickets, commands will attach statements showing estimated saving in cost.

Should cost of warrants for estimated journeys required over any sections prove less than that of an annual season rail ticket, the more economical method of transportation—*i.e.*, twelve- or fifty-trip tickets—will be adopted, where practicable, in lieu of individual warrants.

In event of twelve- or fifty-trip tickets being issued, the officer or non-commissioned officer concerned must keep a diary recording journeys undertaken thereon, showing dates and particulars of duty. On application for a further ticket, copy of diary for previous ticket must be forwarded to the Staff Officer i/c Regimental District, who will ensure that tickets are used only for authorized purposes.

Issue and Use of Twelve-trip and Fifty-trip Tickets.

743. The issue and use of twelve-trip and fifty-trip tickets as authorized by para. 8 of Railway Passenger and Fare Regulations is approved, and may be obtained on presentation of the ordinary railway warrant (form N.Z. 143). These trip tickets will be utilized where it is necessary to make frequent journeys between two places, provided annual season rail tickets are not more economical. They will normally be used only by members of the Permanent Forces.

The trip tickets being transferable, one ticket may be used by different individuals for separate journeys between the same two places, or by several individuals for the one journey.

The number of trip tickets in use must be restricted to actual requirements. They are not to be utilized when the method outlined in paras. 732–734 is applicable.

744. The bearer of a ticket must take every care to ensure that not more than one clip per person for the journey is taken by the guard.

To avoid the danger of overclipping by different guards, separate trip tickets will be obtained when a change of trains is normally necessary to cover the journey between two places.

In the event of a ticket being overclipped, a certificate will be obtained to this effect from the guard and forwarded through command headquarters to General Headquarters, so that credit may be obtained from the Railway Department. The number of the ticket, number of clips taken in excess, and journey involved will invariably be stated.

The following instructions in connection with trip tickets must be strictly observed :—

Officers authorized to issue travelling-warrants must keep a complete record in diary form (*pro forma* below) of warrants (form N.Z. 143) issued for trip tickets, showing particulars of use, and ultimate disposal of tickets.

Officers concerned will render to command headquarters monthly a copy of a diary certifying that issues were in accordance with due authority and tickets were used by individuals travelling on the public service. Incomplete tickets—*i.e.*, tickets with clips remaining unused—will automatically be carried forward until finally shown in diary as disposed of.

Command headquarters will render to General Headquarters a monthly return of all warrants issued for trip tickets, such return to show warrant number, date issued, and number of relative tickets.

For purpose of identification in event of loss, trip tickets must be endorsed on the back, either by rubber stamp or in bold letters, "Please return to Defence Department."

PRO FORMA.

(Referred to in paras. 743, 744.)

DIARY OF TWELVE- AND FIFTY-TRIP BEARER RAIL TICKETS ISSUED.

Particulars of Issue and Disposal.

(To be rendered to command headquarters by each officer authorized to issue warrants, not later than the 7th of each month.)

Rail Warrant.		Number of Tickets authorized.		Official Railway Number of Twelve- or Fifty-trip Tickets.		Class.		Journey.		Particulars of Unit.		Particular Duty.	Number of Clips used.		Number of Clips remaining unused.		Date Ticket finally disposed of.	
No.	Date.	Twelve-trip.	Fifty-trip.	Twelve-trip.	Fifty-trip.	First.	Second.			Unit.	To whom issued for Use.		Twelve-trip.	Fifty-trip.	Twelve-trip.	Fifty-trip.	Twelve-trip.	Fifty-trip.

I hereby certify issues are in accordance with authority, and that rail tickets indicated were used by....., travelling on the public service for purpose of training, &c.

Place :
Date :

.....[*Issuing officer.*]

Unused Travelling-Warrants or Tickets.

745. Issuing officers are held responsible for the recovery and cancellation of warrants unused through any cause. Where warrants have been uttered and corresponding tickets drawn, tickets unused or only partially used owing to non-compliance with orders or interruption of journey must be recovered and forwarded through command headquarters to General Headquarters