

Article 281 : Cancel clause 3, and substitute :—

3. Payment of claims.—All claims for travelling-expenses are to be carefully examined by the Accountant Officer, who is to ensure that the information required by the regulations is included in the claim. Where the journey for which expenses are claimed is confined to travelling in New Zealand, and no doubt exists, the claim may be settled by the Accountant Officer on the approval of the Commanding Officer. In all other cases the claim, supported by receipts, &c., is to be forwarded to the Naval Secretary for Board approval prior to settlement. If necessary an advance may be made to the extent of that portion of the claim respecting which there is no doubt. Where travelling-expenses are paid to an officer or rating in charge of a draft a certificate is to be furnished on the travelling-expense claim by that officer or rating to the effect that all the persons comprising the party have each received the travelling-expenses due to them.

Article 289 : Cancel, and substitute :—

289. Class of accommodation for journeys in New Zealand.—The following shall be the classes of accommodation by rail and sea when travelling on duty in New Zealand :—

Rank, or Relative Rank, or Rating.	Class of Accommodation.	
	By Rail.	By Sea.
Commissioned, subordinate, and warrant officers ..	1st Class ..	1st Class.
Chief Petty Officers	1st Class ..	2nd Class.
Other ratings	2nd Class	3rd Class.

(NOTE.—In vessels having two classes of accommodation designated saloon and steerage, Chief Petty Officers are to be provided with saloon passages.)

2. A superior class of accommodation may be assigned to invalids upon medical recommendation ; and, in special cases, to others when suitable accommodation of the lower class is not available in merchant vessels.

3. The following officers shall be entitled to deck berths on inter-island ferry steamers :—

- The Commodore Commanding.
- Members of the Naval Board.
- Director of Naval Reserves.
- Commanding Officers of H.M. Ships of and above the rank of Commander.

4. Officers necessarily required to perform rail journeys by night on duty may be allowed the use of a sleeping-berth on trains, at the lowest rate, subject to the conditions herein. In accordance with Treasury requirements (Treasury Instruction No. 55) the officer concerned is to pay for the sleeping-berth in cash to the railway authorities and must obtain a receipt. Refund may be claimed in the usual claim for travelling-expenses to which the receipt for the sleeping-berth is to be attached. On no account are official order forms (N.Z.D. Form No. 31) to be used for requisitioning sleeping-berths on trains.

5. The Commodore Commanding New Zealand Station shall be entitled to the sole use of a two-berth sleeping compartment when travelling by train on duty at night, but if accompanied by an officer of his staff no further provision of sleeping-berth accommodation can be made in respect of the latter officer from public funds.

6. A deduction of one-third of the daily rate of subsistence should be made in the case of all officers provided with a sleeping-berth in a train and for all officers and men provided with accommodation in an inter-island ferry steamer for any night.

Article 291 : Cancel clause 4, and substitute :—

4. The above rates of subsistence allowances are exclusive of any cost of conveyance by rail, motor-coach, or steamer, and in computing the period of absence on duty the time shall be counted from the hour of leaving the ship or other place of duty to the hour of return. When a sleeping-berth is provided, or when travelling by the inter-island ferry steamers by night at Government expense, the daily rate of subsistence allowance is to be reduced by one-third for any one day.