

Provided that the Air Secretary may approve of a refund of actual expenses or a variation of the above rates to meet special circumstances, except that no increase in the above rates may be granted without the approval of the Minister.

163. COMPUTATION FOR THE PURPOSE OF ASSESSMENT OF TRAVELLING-ALLOWANCE.

(1) The allowance shall be for each day of twenty-four hours. The day shall be deemed to commence at the hour of departure from the member's place of duty.

(2) For any portion of a day the rate shall be one twenty-fourth of the full daily rate for each hour's 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.

164. A MEMBER LEAVING AND RETURNING TO STATION OR HEADQUARTERS ON THE SAME DAY.

When a member leaves and returns to his station or headquarters, as the case may be, on the same day—that is, between midnight and midnight—actual and reasonable expenses only shall be paid.

165. TRAVELLING-ALLOWANCE INCLUDES PAYMENT FOR MEALS AND PORTERAGE.

Travelling-allowance shall include meals and portorage, the latter being defined as the cost of the employment of a porter to handle luggage.

166. CHARGES FOR CONVEYING PERSONAL LUGGAGE.

The cost of conveyance of personal luggage from or to a railway-station or wharf or other terminus or from or to the home of a member travelling on public service or from or to the hotel or boardinghouse at which he is staying may be allowed provided that car-hire is not charged for the same journey.

167. MEMBERS VISITING A STATION DURING ABSENCE ON DUTY.

A member who while absent on duty from his own station or headquarters visits a station at which he is provided with free quarters and rations shall be entitled to claim only actual and reasonable expenses for the period covered by such visit.

168. PAYMENT FOR USE OF VEHICLE OWNED BY A MEMBER.

Payment for the use of a vehicle (motor-car, &c.) owned by a member for journeys on the public service may be approved by the Air Secretary where a public conveyance is not available or available only at a greater cost or where it is proved to his satisfaction that other means of transit would prove detrimental to the public interest on the grounds of urgency or otherwise.

169. TRAVELLING-EXPENSES ON TRANSFER.

When a member is transferred from one station to another, the actual and reasonable personal expenses of the member and of his family may be allowed by the Air Secretary for a period not exceeding that set out hereunder :—

Married personnel—

At commencement of journey 2 days.

On arrival at destination—

If Government quarters are not allotted 7 days.

If Government quarters are allotted 2 days.

Single personnel—

On arrival at destination—

If Government quarters are not allotted 2 days.

If Government quarters are allotted Nil.

In addition to the above, there may be allowed by the Air Secretary the actual cost of conveyance of the member and his family incidental to such transfer.

170. ADDITIONAL ALLOWANCE TO MARRIED MEMBERS UNABLE TO OBTAIN QUARTERS ON ARRIVAL AT DESTINATION.

Where a married member on transfer is unable to obtain quarters within seven days after arrival at his new station the Air Secretary may allow payment for a further period of the actual and reasonable cost of temporary accommodation of the member and his family, provided it does not exceed 40 per cent. of the member's pay. Receipts must be submitted for the cost of temporary accommodation.