

BECHUANALAND PROTECTORATE.
HIGH COMMISSIONER'S NOTICE
No. 302 of 1942.

It is hereby notified for general information that, under and by virtue of the powers vested in him by section *seven* of the Bechuanaland Protectorate Public Service Proclamation, 1924 (No. 32 of 1924), His Excellency the High Commissioner has been pleased to amend Chapter VII of the Public Service Regulations, as set out in High Commissioner's Notice No. 77 of 1941, by deleting Part I and substituting therefor the following:—

PART I.
GENERAL TRAVELLING AND TRANSPORT
ALLOWANCE REGULATIONS.

DEFINITIONS.

1. In these regulations—

"travelling allowance" means an allowance to cover reasonable out-of-pocket expenses incurred by an officer while absent from his headquarters;

"headquarters" means the station where the principal duties of an officer have to be performed, or which may be indicated to him by the Resident Commissioner as his headquarters;

"when travelling on duty" shall not apply to journeys to and from headquarters for the purpose of taking sick or other leave, but it shall be deemed to include such period (which shall not exceed seven days) as may be spent by an officer on transfer or on return from leave at his headquarters before he takes over from the outgoing officer, if no Government quarters are available for his occupation;

"day" means a period of twenty-four hours.

EUROPEANS.

2. (a) Officers in receipt of commuted travelling allowances shall not be granted travelling allowance when travelling within the Territory or on journeys between the Territory and Mafeking.

(b) No commuted travelling allowance and no entertaining allowance shall be paid to any officer during any period of absence on duty from the Territory or during any period of absence on leave, whether vacation, occasional or sick, in excess of twenty-one consecutive days in duration.

3. (a) Any officer who is not in receipt of a commuted travelling allowance may, when travelling on duty in the Territory, be granted travelling allowance calculated at the appropriate rate under the following scale for each day spent away from his headquarters:—

	<i>Per Day.</i>
Heads of Departments and Administrative Officers in charge of Districts	7 6
Officers holding appointments the maximum salary attached to which exceeds £600 per annum	6 0
Officers holding appointments the maximum salary attached to which exceeds £360 per annum but does not exceed £600 per annum	5 0
Officers holding appointments the maximum salary attached to which is £360 per annum but not less than £300 per annum	4 0
Officers in receipt of an annual salary of less than £300 per annum may be granted travelling expenses, not exceeding 4s. 0d. per day, in the discretion of the Resident Commissioner.	

(b) The above rates of travelling allowance will not ordinarily be payable to officers whose normal duties are in the field. Thus members of the Police Force, other than Commissioned Officers, when on duty within their own Districts, Fence Foremen, Lorry Drivers, and such officials or classes of officials as the Resident Commissioner may determine will not be entitled to claim travelling allowance under regulation 3 (a), save in exceptional cases with the special sanction of the Resident Commissioner.

(c) Where an officer is entitled to travelling allowance in terms of paragraph (a) of this regulation, if such officer is required to stay at an hotel or a boarding-house or on rail, or would be so required if private hospitality were not available, an allowance of 15s. per day may be paid in lieu of the allowance prescribed in paragraph (a).

(d) An officer acting for another of a higher grade shall draw the travelling allowance appropriate to such higher grade.

4. (a) Any officer while absent from the Territory on duty, whether he be travelling in the execution of his ordinary official duties or be on transfer from one station to another or be engaged on relieving, special or other duty, shall be granted travelling allowance calculated at the following rates:—

	<i>Per Day.</i>	
	s.	d.
Resident Commissioner	35	0
Officers holding appointments the maximum salary attached to which exceeds £600 per annum	20	0
Officers holding appointments the maximum salary attached to which does not exceed £600 per annum	15	0

(v) An officer acting for another of a higher grade shall draw the allowance appropriate to such higher grade.

(vi) For the purposes of this regulation the journey from Ramathlabama to Mafeking and any necessary detention in Mafeking shall be deemed to be travelling within the Territory.

5. An officer travelling on duty shall be required to travel as rapidly as circumstances permit, and by the shortest possible route. It shall be the duty of an officer to explain the cause of any detour or detention in the certificate supporting his claim for reimbursement of his travelling expenses.

6. An officer while travelling on transfer from one station to another may claim in respect of his household (which for the purpose of this regulation shall mean his wife and children residing with and entirely dependent upon him, and his servants not exceeding two in number) travelling allowances at the following rates:—

For each European over 16 years, the same allowance as the officer;

For each European under 16 years, half of such allowance;

For each Native servant, not exceeding 2s. 0d. a day.

7. (a) For any period of less than twenty-four hours' necessary absence from his headquarters, whether such period follows immediately after the completion of a day for which travelling allowance is claimed or when no daily allowance is claimed, an officer entitled to travelling allowance may be allowed a refund of reasonable out-of-pocket expenses on the production of receipts up to an amount not exceeding the daily rate applicable to him in terms of regulation 3, 4 or 6, as the case may be.

(b) If during any day for which an officer is entitled to claim travelling allowance in terms of regulation 3 an officer spends part of the day in an hotel area or on rail and part outside such area, his allowance for the whole day shall be calculated at the rate applicable to the area in which he spends the night.

8. (a) An officer while absent from his headquarters and while engaged on relieving duty within the Territory may be granted, at the discretion of the Resident Commissioner, a special allowance for subsistence at the rate of 15s. 0d. a day for a period not exceeding sixty days during any one spell of such duty.

(b) An officer while in receipt of this special allowance shall not be entitled to receive commuted travelling allowance or travelling allowance in terms of regulations 3 and 6 or free transport for his family in terms of regulation 9.

9. An officer transferred or removed from one station to another may be allowed transport by rail or road, or partly by rail and partly by road, at Government expense for his family (which shall mean his wife and children residing with and entirely dependent upon him) and himself and his servants (not exceeding two) and also for the following luggage:—

If holding an appointment the maximum salary attached to which exceeds £600, not exceeding 450 lbs.;

If holding an appointment the maximum salary of which does not exceed £600, not exceeding 300 lbs.;

and in addition thereto, if transferred permanently to another station, he may be allowed to transport at Government expense the following weight of furniture and effects, in the case of rail, by goods train only:—

If holding an appointment the maximum salary attached to which exceeds £600, not exceeding seven tons;

If holding an appointment the maximum salary attached to which does not exceed £600, not exceeding five tons.

10. (a) An officer transferred from another Territory to the Bechuanaland Protectorate shall be entitled to conveyance by passenger and goods train of the same weight of furniture and effects as would be allowed to an officer on the same scale on transfer within the Territory.

(b) An officer newly appointed to the Service may be allowed to transport at Government expense the following weight of furniture and effects:—

(i) By passenger train: the amount prescribed in regulation 9;

(ii) By goods train: three tons, within a period of six months after his arrival in the Territory;

Provided that the officers mentioned in paragraphs (a) and (b) of this regulation may be required to refund the cost of transporting their furniture and effects if they quit the Territory without leave, or if they leave the service of the Government or be dismissed or removed from their appointments in consequence of misconduct within a period of three years from the date of their arrival in the Territory.

(c) Temporary officials on first appointment may be allowed to transport at Government expense the following weight of furniture and effects:--

(i) By passenger train: 300 lbs.

(ii) By goods train: one ton:

Provided that in special cases these amounts may be exceeded with the permission of the High Commissioner.

11. An officer who is required to maintain a motor vehicle in connection with his official duties may on first arrival or on transfer from one station to another within the Territory either--

(a) transport the motor vehicle by rail at Government expense in addition to the maximum weights allowed in regulations 9 and 10 in respect of his furniture and effects; or

(b) if he elects to travel by road, draw the regulation motor mileage allowance or the total cost to Government of transporting him, the members of his family and his motor vehicle by rail, whichever is the less:

Provided that this regulation shall not apply in the case of an officer newly appointed to the Service, and that in the case of an officer transferred from one Territory to another the terms of this regulation shall only apply if the prior approval of the Administration by whom the cost of such transfer will be borne has been received.

NATIVES.

12. (a) Native employees may be paid travelling allowance at rates approved by the Resident Commissioner not exceeding 7s. 6d. a day when travelling on duty outside the Territory.

(b) A native employee travelling on duty in the Territory may, at the discretion of the Resident Commissioner, be granted travelling expenses not exceeding 2s. 6d. a day if single or 5s. 0d. a day if married and accompanied by his family. No out-of-pocket expenses will be allowed to him when engaged in ordinary patrol or similar duties within the Territory save in exceptional cases with the special sanction of the Resident Commissioner.

(c) For any period of less than twenty-four hours' necessary absence from his headquarters, whether such period follows immediately after the completion of a day for which travelling allowance is claimed or when no daily allowance is claimed, a native employee entitled to travelling allowance may be allowed a refund of reasonable out-of-pocket expenses on the production of receipts up to an amount not exceeding the daily rate.

13. Native employees may, at the discretion of the Resident Commissioner, be granted free transport by goods train of their effects:

Provided that in the case of a married employee the amount which may be so transported shall not exceed 1,500 lbs. in weight and in the case of an unmarried employee 500 lbs.

By Command of His Excellency
the High Commissioner.

H. E. PRIESTMAN,
Administrative Secretary.

High Commissioner's Office,
Pretoria, 16th November, 1942.