

BECHUANALAND PROTECTORATE.

HIGH COMMISSIONER'S NOTICE

No. 40 of 1944.

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 cancel High Commissioner's Notice No. 302 of 1942 and to insert the following as Part I of Chapter VII of the Public Service Regulations, as set out in High Commissioner's Notice No. 77 of 1941:—

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 entertainment allowance shall be paid to any officer in respect of any period of absence on duty from the Territory in excess of twenty-one days, or during any period of absence from duty on leave except—

(i) occasional leave; or

(ii) at the discretion of the Resident Commissioner, sick leave spent within the Territory for a period not exceeding twenty-one days.

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>	
	s.	d.
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. 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 patrol areas, fence foremen, lorry drivers, and such officials or classes of officials as the Resident Commissioner may determine will not be eligible for travelling allowance under regulation 3 (a), save in exceptional cases with the special sanction of the Resident Commissioner.

(c) Where an officer is eligible for 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 may 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, may, unless the High Commissioner in any special case shall direct otherwise, 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 ... ..	25	0
Officers holding appointments the maximum salary attached to which does not exceed £600 per annum ... ..	20	0

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

(c) 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 be granted 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 allowance 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. a day.

7. (a) In calculating fractions of days in respect of which travelling allowance is to be paid, the following rates shall apply:—

(i) For each completed hour of necessary absence from an officer's headquarters in excess of twenty-four hours, one twenty-fourth of the appropriate daily rate.

(ii) For absence of less than twenty-four hours but not less than twelve hours, a full day's allowance if the officer is required to spend a night away from his home or one-half of such allowance if the officer is not so required.

(iii) For absence of less than twelve hours, reasonable out-of-pocket expenses incurred (on production of receipts or an honour certificate) up to an amount not exceeding half the appropriate daily rate.

(b) If during any day for which an officer is eligible for travelling allowance in terms of regulation 3 (a) he is required to stay the night at an hotel or boarding-house or would be so required if private hospitality were not available his allowance for the whole day shall be calculated at the rate laid down in regulation 3 (c).

8. (a) An officer while absent from his headquarters and while engaged on relieving or other the Territory may be granted, at the discretion of the Resident Commissioner, a special allowance at a rate not exceeding 15s. 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 eligible for 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 lb.;

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

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 may be allowed 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 lb.

(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) A native employee travelling on duty outside the Territory may be paid travelling allowance at rates approved by the Resident Commissioner not exceeding 7s. 6d. per day, or 15s. per day if married and necessarily accompanied by his family.

Provided that whenever it may be necessary for the family of a native employee to travel separately, such employee may be paid in respect of such journey an allowance not exceeding 7s. 6d. per day.

(b) A native employee travelling on duty within the Territory may, at the discretion of the Resident Commissioner, be paid travelling allowance at a rate not exceeding 2s. 6d. per day or 5s. a day if married and necessarily accompanied by his family. These rates of travelling allowance will not, however, be

payable to employees whose normal duties are in the field. Thus, members of the police force (when on duty within their own patrol areas), lorry drivers, and such employees or classes of employees as the Resident Commissioner may determine, will not be entitled to claim travelling allowance under this regulation save in exceptional circumstances with the special sanction of the Resident Commissioner.

(c) In calculating fractions of days in respect of which travelling allowance is to be paid, the following rates shall apply:—

(i) For each completed hour of necessary absence from an officer's headquarters in excess of twenty-four hours, one twenty-fourth of the appropriate daily rate;

(ii) For absence of less than twenty-four hours but not less than twelve hours, a full day's allowance if the officer is required to spend a night away from home or one-half of such allowance if the officer is not so required.

(iii) For absence of less than twelve hours, reasonable out-of-pocket expenses incurred (on production of receipts or an honour certificate) up to an amount not exceeding half the appropriate daily rate.

(d) A native employee travelling on transfer from one station to another may be allowed in respect of his family (which shall mean his wife and children residing with and entirely dependent upon him) travelling allowance at the following rates:—

For each person over sixteen years, the same allowance as the employee;

For each person under sixteen years, half of such allowance.

13. A native employee may, on transfer within the Territory or in such other circumstances as the Resident Commissioner may specifically approve, be allowed transport by rail or road, or partly by rail and partly by road, at Government expense for himself and his family (which shall mean his wife and children residing with him and entirely dependent upon him) and for his personal effects:

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

By Command of His Excellency  
the High Commissioner.

H. E. PRIESTMAN,  
Administrative Secretary.

High Commissioner's Office,  
Cape Town, 15th March, 1944.