

6 In the cases referred to in paragraph 4 (b) above (sick leave), the Secretary of State may at his discretion allow the payment to the officer of the amount of the fares from his post to such place as the officer may proceed under medical advice on health grounds or for the purposes of undergoing treatment which is not available locally.

**Comment**

The Secretary of State will require, before sanctioning the payment of the amount of fares under the above paragraph, the production of a certificate by a duly qualified medical practitioner that it is necessary for the officer to proceed to the place to which the journey is made on health grounds.

7—(a) An officer who is making a journey in any of the cases referred to in (b) or (c) of paragraph 2 or in (a) or (c) of paragraph 4 above will be entitled to receive the amount of the fares by the approved route for members of his family, as defined in paragraph (b) below. In the cases referred to in (a) of paragraph 2 and (b) of paragraph 4 he will only be entitled to receive the amounts of the fares for any members of his family if the Secretary of State in any particular case so decides.

**Comment**

(1) Families will be expected to travel together. Where the officer's family do not travel with him their expenses will not be paid unless the Secretary of State is satisfied that there was a good reason for separate journeys.

(2) Travelling expenses will not be allowed for an officer's wife in cases under (a) of paragraph 2.

(3) Where, for the reasons given in paragraph 3 and in the comment to paragraph 4, the officer is not entitled to receive the amount of the fares for himself, he will not be able to claim them for his family.

(b) The members of an officer's family referred to in (a) above are—

(i) his wife,

(ii) sons who at the time of the commencement of the journey are under 16 years of age, or who, though 16 years of age or over, reside with and are dependent on their father by reason of physical or mental infirmity;

(iii) unmarried daughters residing with and dependent on their father;

(iv) sons up to the age of 18 years who are resident at their father's post abroad and are receiving full-time education at that post.

**Comment**

Adopted or step-sons or daughters are included in the above enumeration.

8 The amount of the fares of the members of the family of an officer serving abroad who dies, leaving his family abroad, for a journey from the place where they are to the place to which they desire to go, will be paid at the request of his widow or other member of his family up to the amount of the fares from the officer's post to the United Kingdom.

9 If a member of the family of an officer serving abroad who is resident with the officer at his post is seriously ill and is required to proceed elsewhere on health grounds or for the purposes of treatment, the Secretary of State may, at his discretion, allow payment to the officer of the return fares of the sick person and (where necessary) another person travelling with the sick person, from the officer's post to such place as the sick person may proceed on medical advice.

**Comment**

The comment to paragraph 6 above applies here.

10. No expenditure for servants will be payable.

11 Where the amounts of fares are payable under the previous paragraphs of this regulation, these fares will be third-class fares in the United Kingdom and second-class elsewhere, whether by sea or land, including sleeping berths where necessary for a land journey. First-class fares will, however, be payable where the Secretary of State is satisfied that second-class accommodation is unsuitable for Europeans.

12—(a) In any case where the amount of fares is payable under the preceding paragraphs of this regulation, except in the case of journeys on ordinary or sick leave, a subsistence allowance will be granted

to meet the expenses of food and sleeping accommodation where these are not included in the fare. The subsistence allowance for officers of Branch D will be three-quarters of the full subsistence allowance authorised for the country in which the officer is travelling.

(b) Subsistence allowance at the rate specified in (a) above will be payable in respect of the officer himself, three-quarters of that rate for his wife and one-half of that rate for each other member of his family above the age of 12 months.

(c) Where some, but not all, of the items for which subsistence allowance is granted are provided under the fare, the subsistence allowance will be proportionately reduced.

**Comment**

(1) Subsistence allowances are payable only for children in respect of whom fares can be claimed under paragraph 7 (b) of this regulation. Where the expenses of a sleeping berth on a long journey are paid, only two-thirds of the subsistence allowance to meet the cost of food will be granted.

(2) Subsistence allowances are payable only where the expenses of the journey are met from public funds. If, however, no fare is payable (e.g., a journey on one of His Majesty's ships) and the officer has to pay for his board or if the fare payable does not include board, then a subsistence allowance is payable. Subsistence allowances are therefore payable, *inter alia*, in cases covered by paragraph 8 but not in cases covered by paragraph 3 or when the officer retires in circumstances where he is not granted a pension (i.e., at his own request or for misconduct).

(3) See also Regulation 6, paragraph 3, regarding payment of subsistence allowances to an officer in certain circumstances after arrival at his post.

13 Necessary expenses (such as taxi fares, fees for registration of luggage, portage, &c.) incidental to the journey in respect of which the amount of the fare is payable under the preceding paragraphs of this regulation will be payable to the officer on his application.

**Comment**

(1) Only incidental expenses which are reasonably necessary will be payable under this paragraph and the officer will be required to certify that the expenses which he claims were necessarily incurred.

(2) Comments (1) and (3) to paragraph 7 above apply to claims to these expenses.

14 Where an officer is proceeding to his post on transfer or on first appointment abroad or leaving his post on retirement on pension, or when an officer dies while serving abroad, the cost of transporting his personal effects by an approved route and method of transport will be allowed up to such amount as the Secretary of State may consider to be reasonable, except in the circumstances indicated in paragraph 3 or when the officer retires in circumstances where he is not granted a pension (i.e., at his own request or for misconduct).

**Comment.**

(1) This paragraph applies to heavy luggage containing personal effects as opposed to ordinary travelling luggage, which goes under paragraph 13 above, and the furniture which is dealt with in paragraph 15 below. It includes such things as clothes, household linen, books and small articles of decoration. The cost of transporting heavy articles such as pianos, radiograms and large gramophones would not be allowed under this head.

(2) Comments (1) and (3) to paragraph 7 above also apply here.

15—(a) Where an officer is appointed or transferred to a post and has been authorised by the Secretary of State to rent unfurnished accommodation, the cost of transporting the officer's own furniture by an approved route and method of transport to his post will be allowed up to 1½ tons or 350 cubic feet or 10 cubic metres.

**Comment.**

In order to ensure that claims for the cost of transporting furniture are as low as possible, officers should, whenever possible, obtain three competitive tenders for transport, including insurance of the risk against damage in transport.

(b) Where an officer is allowed the cost of transporting his furniture under (a) above but cannot