

* TRAVELLING EXPENSES.

1. All Claimants for Travelling Expenses must render with their Accounts, (which are to be in triplicate) three copies of the General order or Authority under which they proceed. When there is sufficient space, the order should be copied into the column for Remarks on the Form.

2. If an Officer travels without Troops, he will be required to state at the end of the Certificate, that he did not occupy Public Quarters, and neither slept, nor was subsisted at the Public expense on board of Steam Boats or other Vessels.

3. To enable an Officer travelling with troops to claim the marching allowance of 5s. a day he must be able to certify, in addition to the above, that he was compelled to live at an Hotel, otherwise the claim cannot be admitted.

4. When charges are made for Extra Baggage, the weight of that Baggage, and also of that conveyed Free of Charge to the Traveller, should always be stated.

Local General Order, 1st April, 1865, and 18th May, 1866.