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ADMIRALTY FLEET ORDER
TRAVELLING EXPENSES OF SERVICE PERSONNEL AND
THEIR RELATIVES

ADMIRALTY, S.W.1,
13th August, 1942.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

J. V. Markham

To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

NOTE:—The scale of distribution is shown in the revised Admiralty Fleet Order Volume Instructions—A.F.O. 4544/41, paragraph 10.

Head of "P" Branch

HPB

3843.—Travelling Expenses of Service Personnel and their Relatives

(N. 17359/42.—13.8.1942.)

The following consolidation of existing orders on the subject of travel concessions for service personnel and their relatives, supersedes Sections XV and XVI of A.F.O. 2205/37. A number of provisions which were effective in time of peace have been omitted, not because they have been withdrawn, but because the circumstance of war renders them inoperative.

Reduced fares

2. The railway companies of Great Britain (with the exception of those under the control of the London Passenger Transport Board—see paragraph 3) will issue tickets, either 1st or 3rd class, to naval and marine personnel and their wives and families as indicated below, at the following reduced rates:—

Adults—

Single journey	half ordinary single fare.
Return journey	ordinary single fare.

Children—

14 years of age and over but under 16 years	adult reduced fare.
3 years of age and over but under 14 years	half adult reduced fare.
Under 3 years of age	carried free of charge.

Boy ratings under 16 years of age in training establishments or sea-going training ships on production of a leave ticket endorsed with a certificate that the boy is under training and under 16 years of age, and sea cadets under 16 years of age when proceeding to and returning from Admiralty training courses, provided their travelling warrants are endorsed to indicate their ages—

Single journey	quarter ordinary single fare.
Return journey	half ordinary single fare.

3. The London Passenger Transport Board issue tickets at the following reduced rates to naval and marine personnel and their families for journeys on the London tube railways, the Metropolitan and Metropolitan District railways, subject in each instance to a minimum fare of 1s. 0d. :—

Single journey	half ordinary single fare.
Return journey	ordinary single fare.

4. The following are eligible for the concessions referred to in paragraphs 2 and 3 :—

- Officers on the active list of the Royal Navy and Royal Marines, including the R.N. Shore Signal and Shore Wireless Services and the Royal Marine Police. (See paragraph 7.)
- Naval ratings and Royal Marine other ranks on ships' books or shore strength, including the R.N. Shore Signal and Shore Wireless Services, the Royal Marine Police and male members of the Navy, Army and Air Force Institutes canteen staff entered in the Royal Navy.
- Mobilised reserve officers and men.
- Officers and men serving under Admiralty Agreement T. 124 and variants.
- Members of H.M. coastguard.
- Pensioner recruiters paid by the Admiralty.
- Members of mobilised or permanent forces of Australia, Canada, New Zealand and South Africa who are stationed in or visiting the United Kingdom.
- Members of Colonial and Allied naval forces.
- Members of the Clyde Anchorage Naval Service.
- Officers on the retired list who are re-employed in naval appointments.
- Wives, and dependent children under 16 years of age of those mentioned in categories (a) to (j) above.
- Officers and ratings of the Women's Royal Naval Service (mobile and immobile).
- Members of Queen Alexandra's Royal Naval Nursing Service and (during the war) its Reserve.

- Widows and orphans who were in category (k) above, for a period of three months from the date of the official notification of the death or presumed death of the husband. The concession applies to the orphan children whether accompanied or not.
- Motherless children under 16 years of age of naval ratings and Royal Marine other ranks (including the R.N. Shore Signal and Shore Wireless services, Coastguard, Royal Marine police and pensioner recruiters) when travelling unaccompanied or in the care of a guardian.
- As a war time measure, all dependent children under 16 years of age of serving personnel mentioned in sub-paragraphs (a) to (j) when unaccompanied.
- Dependent children under 16 years of age of members of the Women's Royal Naval Service, Queen Alexandra's Royal Naval Nursing Service and Reserve, and of female members of Allied naval forces in this country, when travelling with the mother provided she is on leave.
- During the war, members of Voluntary Aid Detachments.

5. While there is no limit to the number of concession tickets which may be issued, provided the regulations are complied with in each case, the occasions on which this facility is used should, under present conditions, be restricted to necessary journeys.

6. A guardian in whose care the children of Naval personnel are travelling, will be required to pay the appropriate public fare unless otherwise entitled to concession travel.

7. The concessions are not applicable to officers on the retired list, or their wives or children, except as shown in paragraph 4 (j) and (k), or to cadets at the R.N. College, Dartmouth, unless they are children of officers or ratings entitled to the concessions, in which event they are subject to the conditions generally applicable to the children of naval personnel.

8. Special fares have in the past been arranged for the following services but, in view of war conditions, information regarding any particular journey should be obtained from the booking office :—

From Plymouth or Devonport to Portsmouth, Gosport, Fratton, Cosham or London (Waterloo).

From Portsmouth Harbour, Portsmouth and Southsea, Fratton, Gosport or Cosham to Plymouth.

To Irish ports and on Irish railways.

To and from the Isle of Man.

Passages on railway owned steamboats.

Issue of tickets

9. Concession rates when travelling on leave in uniform, or in plain clothes, will be obtainable on production of their identity cards at a booking office by officers of the Royal Navy, Royal Marines and Women's Royal Naval Service and members of the Queen Alexandra's Royal Naval Nursing Service and its Reserve (S.1511); by officers of Allied Navies (D.R. 10a); and by members of Voluntary Aid Detachments (certificates issued by the military authorities).

10. Officers not yet in possession of identity cards, and the wives and children of officers, can obtain concession rates on production of Army Form O.1798, duly completed and amended, as necessary, to indicate the class of travel desired, and whether single or return tickets are required.

11. Ratings and other ranks must produce their leave tickets or pay and identity books when each railway ticket is bought, and for inspection if required by railway officials in the course of the journey.

12. The railway companies (except the London Passenger Transport Board) have agreed to issue tickets at concession rates to wives of Naval ratings and Royal Marine other ranks and their dependent children under 16 years of age when accompanying them, upon production of the wife's navy order book at the booking office. Concession rates can be obtained by the wives and children of ratings and other ranks when a navy order book is not available or when travelling on lines controlled by the London Passenger Transport Board, on production of D.N.A. Form 866 at the time of booking.

13. Concession tickets are available by certain alternative routes over the lines of other railway companies than those issuing the tickets. Information regarding any particular journey should be obtained from the booking office at the issuing station. The following is an example: tickets issued at Plymouth (G.W.) for a journey to London (Paddington) are valid for return from London (Waterloo) via Southern Railway, and *vice versa*.

14. The period of availability of concession tickets is as follows:—

Outward journey	...	As ordinary tickets.
Return tickets	...	Three months as a rule, but for officers on leave from abroad the period can be extended up to nine months.

15. When a passenger desires to travel between two stations where through fares are not in operation, a reduced fare ticket will be issued to the farthest point convenient for re-booking and, if necessary, a re-book voucher issued to enable the passenger to obtain a reduced fare ticket for the remainder of the journey.

16. Fractions of a penny in the total of a concession fare count as a penny.

17. Ratings on leave, who have lost the return halves of their railway tickets and are furnished with repayable naval or police warrants to enable them to rejoin their ships, will be charged at concession rates.

Forms

18. Supplies of Army Form O.1798 and D.N.A. Form 866 can be obtained from the Director of Navy Accounts by officers responsible for their issue. Demands should be restricted to the minimum.

19. Officers to whom books of forms are issued are responsible for their safe custody and for seeing that they are issued in accordance with the rules laid down in Admiralty orders.

20. If Army Form O.1798 is required for the use of an officer and/or his wife and family, it should be obtained as shown in paragraph 21.

21. Application should be made, giving particulars of the number of tickets required (single and/or return), destination, ages of children and class of travel desired:—

All R.M. officers—the officer's R.M. division.

All warrant officers and officers promoted therefrom—the officer's depot.

All other officers serving in ships or establishments, at home—the officer's ship or establishment.

All other officers serving abroad—the Director of Navy Accounts, Admiralty.

22. Officers on unemployed or half-pay requiring Army Form O.1798 for themselves and/or their wives and families should make application therefor to the Director of Navy Accounts, Admiralty, giving particulars of the number of tickets required (single and/or return), destination, ages of children and class of travel desired.

23. Officers taking up appointments from unemployed or half-pay will be supplied with Army Form O.1798 as necessary with their personal appointments.

24. When Army Form O.1798 is issued from a ship or establishment, the form must be impressed with the stamp of the issuing ship or establishment and should show whether the officers are on leave or discharge from ships and establishments at home or abroad in order that the period of availability of tickets may be regulated accordingly by the companies.

25. Wives of men serving in establishments in Great Britain or Ireland, or in H.M. ships in home waters or in the Home Fleet, must obtain the application form D.N.A. 866, from the establishment or ship in which the husband is serving.

26. Wives of men serving abroad must obtain the form from the Home Depot or Marine Division to which the husband is attached.

27. When an application is made for D.N.A. Form 866 the following information should be given:—

Name of wife.

Names and ages of children.

Name, rating and official number of husband, and where serving.

Stations from and to which the journey is to be taken.

Date on which it is expected the journey will be taken.

28. When application is made personally at a depot or division, it is desirable that the applicant's Navy Order book should be produced as proof of identity.

FREE LEAVE TRAVEL

29. The following personnel, whether ashore or afloat, are allowed free travel warrants for four return journeys annually, provided the exigencies of the service make it possible for leave to be granted:—

R.N., R.M. and reserve officers and men, including male members of the N.A.A.F.I canteen staff entered in the Royal Navy (*see* paragraph 56).

Members of H.M. Coastguard.

Boys, R.N. and R.M.

Artificer apprentices, R.N.

Officers and men serving under Admiralty Agreement T.124 and variants.

Mobile officers and ratings of the Women's Royal Naval Service.

Members of Queen Alexandra's Royal Naval Nursing Service and Reserve.

Mobile members of Voluntary Aid Detachments.

Naval officers serving in the special appointments shown on pages 64–65 of the Appendix to the Navy List.

30. The commencing date of each leave year for the purpose of the free travel warrants is, as previously, 17th October. In their first leave year personnel are to be allowed free warrants on the following scale:—

<i>Period in which personnel joined</i>	<i>No. of Free Warrants to be allowed</i>
17th October to 16th January	4
17th January to 16th April	3
17th April to 16th July	2
17th July to 16th October	1

31. The concession is applicable to journeys anywhere in the United Kingdom and Eire. For the conditions under which free leave warrants for travel when abroad are granted, *see* paragraph 36.

32. In order to ensure that free journeys are limited to the authorised allowance, a record is to be kept of their issue as follows:—

Officers.—The dates of issue of warrants are to be noted on the ledger, and on transfer lists when the officer is appointed to another ship, the ledger of which is to be noted accordingly.

Ratings.—The dates of issue of warrants are to be noted on page 13 of Form S.43A (Pay and Identity Book).

Members of Queen Alexandra's Royal Naval Nursing Service and Reserve and Mobile Members of Voluntary Aid Detachments—Suitable steps are to be taken to ensure that the free journeys are limited to the authorised allowance.

33. On all warrants issued for leave journeys under this concession, the "Occasion of Journey" is to be shown as "Leave, A.F.O. 3843/42."

34. The concession referred to in paragraph 29 above does not preclude the issue of the additional free warrants referred to in paragraphs 48 to 55, and is not affected by them.

Scotland. Journeys beyond rail-head

35. Men with free leave warrants travelling to or from their homes in the Hebrides, the Orkneys and Shetlands and remote parts of the north-west mainland of Scotland, should be instructed to apply to the local registrars, R.N.R., for payment of any additional expenses necessarily incurred in travelling by bus, steamer, or, where these do not apply, by the most economical means available, between the rail-head or place of disembarkation and their homes. In such cases the men's leave tickets should be endorsed to show that they are entitled to a free leave journey.

Free warrants abroad and on return home

36. Service personnel who are entitled to four free leave warrants under paragraph 29 for travel in the United Kingdom and Eire are permitted, at the

Commanding Officer's discretion, to use them abroad to visit the nearest health resort, or their families, under the following conditions:—

- (a) Officers and ratings in sea-going ships may use their full entitlement just as at home.
- (b) Naval personnel of shore establishments (including women's services) may have the same number of free warrants as Army personnel in the same command.

37. On return home personnel who have not already been granted four free warrants in the current leave year, and who are given leave, are to be allowed the further warrant, or warrants, within this number during the period in question.

Journeys broken to take leave

38. When a journey from one place of duty to another is broken for the purpose of taking leave, the following procedure should be observed.

39. An officer is to have the option of—

- (a) Being granted a free single warrant for each part of the broken journey, the two to count as one of the four free warrants to which he is entitled under paragraph 29, or
- (b) Paying his own fares and reclaiming the cost of the direct journey at concession rates.

40. A rating is to have the same option as an officer except that when (b) would result in his being repaid the whole of his outlay, two free warrants should be issued, neither of which should count against the four to which he is entitled under paragraph 29. This applies not only to a break of journey on the direct route, but to cases in which the fares on an indirect route happen to be the same as on the direct route, provided information as to the fact is readily available.

41. The effect of the foregoing arrangements is that when a journey on the direct route is broken to take leave, it need not cost either officer or rating anything, but when an officer or rating takes an indirect journey to spend his leave off the direct route, he bears any additional cost or uses one of his four free warrants.

Dominion Navies

42. Free leave travel warrants may be issued under the general conditions applicable to R.N. personnel, to officers and men of Dominion naval forces lent for war-time service with the Royal Navy in and around the United Kingdom. The leave year for this purpose commences on 17th October as for the Royal Navy, and the "Occasion of Journey" should be shown as "Leave, A.F.O. 3843/42."

43. All such warrants issued to members of the Royal Canadian Navy should be boldly marked at the top in red "Payable by Canada."

44. The first two such warrants issued in the leave year to Royal Australian Navy personnel should be boldly marked at the top in red, "1st (or 2nd) issue payable by Australia," and the second two, "3rd (or 4th) issue payable by Admiralty."

45. For the issue of free warrants to Royal Australian Navy convalescents see paragraphs 57 and 58.

46. The free leave warrants issued to the Royal New Zealand Navy and the South African R.N.V.R. are charged to Navy Funds.

47. Issuing officers are responsible for ensuring that free journeys are limited to the authorised allowances and a record is to be kept as laid down in paragraph 32.

Appointment or drafting for service abroad

48. On being granted drafting leave immediately before being appointed or drafted for foreign service, personnel are to be allowed a free travel warrant.

Sick leave

49. When the following personnel are granted sick leave but are not sent to hospital and are not provided with accommodation in which sick leave can suitably be spent, they may be granted free return railway warrants to enable them to travel to their homes provided that the Medical Officer certifies (a) that the sickness has

arisen from causes not within the patient's control, and (b) that the accommodation with which the patient is ordinarily provided is unsuitable in which to spend sick leave:—

Officers of the rank of Lieutenant, R.N., R.N.V.R. and R.N.R., and Lieutenant, R.M., and below.

Mobile W.R.N.S. officers and mobile members of the Voluntary Aid Detachments of the equivalent rank of Lieutenant, R.N., and below.

Naval and Reserve ratings, Royal Marine other ranks, and men serving under Admiralty Agreement T.124 and variants.

Mobile ratings of the W.R.N.S. and V.A.Ds.

50. Free travel warrants may also be issued under the conditions of paragraph 49 to the personnel referred to therein, when they are sent on sick or convalescent leave on discharge from hospital.

51. Warrants issued under paragraphs 49 and 50 should be noted, "Sick Leave, A.F.O. 3843/42."

Survivors' leave

52. When leave is granted, either at home or abroad, to officers or ratings of a ship which has been lost, free travel warrants are to be issued, and noted as "Survivor's Leave."

Leave to visit homes damaged by enemy action

53. When the following personnel are granted leave for the purpose of visiting their homes which have been damaged during an air raid, they are to be allowed a free travel warrant:—

Officers below the rank or relative rank of Lieutenant-Commander.

Naval and Reserve ratings and Royal Marine other ranks.

Members of Queen Alexandra's Royal Naval Nursing Service and Reserve.

Mobile members of Voluntary Aid Detachments.

Mobile officers and ratings of the Women's Royal Naval Service.

Return from internment or escape from enemy hands

54. A free travel warrant is to be allowed to officers and men granted leave on returning to the United Kingdom from internment or after escaping from enemy hands.

Returning to leave after unexpected recall

55. The issue of a free railway warrant under Article 1656 (5), K.R. & A.I. is not curtailed by the concession in paragraph 29 above, but special attention is invited to paragraphs 7 and 9 of the article quoted.

N.A.A.F.I. canteen staff

56. Male members of the N.A.A.F.I. canteen staff entered in the Royal Navy should be granted naval travel warrants under the same conditions as apply to other naval ratings, but the warrants are to be endorsed "Cost payable by N.A.A.F.I."

Royal Australian Navy convalescents

57. Officers and men of the Commonwealth naval forces lent for war-time service with the Royal Navy who are convalescent, may be granted free warrants to enable them to travel to approved homes or institutions.

58. The warrants should be boldly marked at the top in red "Payable by Australia," and the "Occasion of Journey" should be shown as "Convalescent Leave, A.F.O. 3843/42."

TRAVELLING FACILITIES FOR RELATIVES

59. In addition to the issue of railway tickets at reduced rates to the wives and children of personnel under paragraphs 2, 3 and 4 of this order, the following concessions have been approved.

Dangerous illness

60. Free third class warrants are allowable to not more than two persons, provided one is a relative, visiting any of the following personnel while dangerously

ill in hospital, either during their service or while retained in hospital after discharge:—

- (a) Naval, R.M. and Reserve officers and ratings.
- (b) Officers and ratings serving under Admiralty Agreement T.124 and variants.
- (c) Mobile officers and ratings of the Women's Royal Naval Service.
- (d) Members of Queen Alexandra's Royal Naval Nursing Service and Reserve.
- (e) Mobile Officers and ratings of Voluntary Aid Detachments.

61. Medical Officers in charge of hospitals should either issue the civilian form of railway warrant, Form D.N.A. 833, on such occasions, or send a telegram to the relatives (the latter course should be followed in the case of those resident in Eire) authorising them, if they wish to visit the patient, to apply to the police for a railway warrant for two persons, one a relative.

62. Facilities exist whereby persons resident in Eire, Northern Ireland and the Isle of Man, are able to visit members of H.M. Forces who are dangerously ill in hospitals in the United Kingdom, without the necessity of obtaining travel permit cards or exit permits.

63. The official telegram sent by the hospital to the next of kin can be used instead of a travel document to enable two persons, one a relative, to land in the United Kingdom.

64. Similar facilities are available for relatives to visit members of H.M. Forces who are dangerously ill in hospitals in Eire, Northern Ireland and the Isle of Man.

65. This concession is applicable irrespective of the cause of the disability.

Hospital patients not dangerously ill

66. Tickets at the single fare for the return journey may be issued to not more than two relatives (see paragraph 67) wishing to visit the personnel mentioned in paragraph 60 (a) to (e), lying ill or wounded in hospitals in Great Britain provided the hospital is not situated in a prohibited area.

67. This concession applies to mothers, fathers, sisters, brothers, sons and daughters, irrespective of age, and, with the exception of Northern Ireland and Eire, to relatives of unmarried personnel qualifying for a dependant's allowance.

68. The tickets will be issued on surrender at the booking office of Form O.1798 for relatives of officers and D.N.A. Form 866 for relatives of ratings and other ranks on payment of the appropriate fare. The forms must be endorsed by the issuing officer, "Mother (or other relative) visiting sailor (or Wren, etc.) in hospital."

69. Application for concession vouchers should normally be made as follows:—

- (a) When the patient is in a Royal Naval hospital, to the Medical Officer in charge of the hospital.
- (b) When the patient is not in a Royal Naval hospital
 - (i) Officers: to the ship or depot where borne.
 - (ii) Ratings and Royal Marine other ranks; to the R.N. depot or R.M. division.
 - (iii) W.R.N.S., Q.A.R.N.N.S. and Reserve, and Voluntary Aid Detachments; to the Medical Officer in charge of the R.N. hospital, or Commanding Officer of the establishment, in which serving.

70. The issue of a voucher will not absolve the recipient from the necessity of obtaining permits, visas or other authorities, which may be required for the journey, and intending travellers who require such permits will be warned that they will only be granted in special cases, and that, when granted, the necessary formalities will entail a certain amount of delay.

Funerals

71. When an officer or man dies at a distance from his home either during his service or while retained in hospital after retirement or discharge, and the body is not sent home for burial (Article 1355, K.R. & A.I.), two third-class railway warrants (D.N.A. Form 833) may be issued to enable the nearest relative and one

other to attend the service funeral. This concession is also applicable to the relatives of Nursing Sisters or any persons engaged on nursing service in a Naval Hospital.

72. Arrangements for the issue of such warrants should be made as in the case of dangerous illness (see paragraph 61). The facilities referred to in paragraphs 4 (o) and (p), 62, 63 and 64, are also applicable.

Investitures

73. The provisions of K.R. & A.I., Article 1649, have been suspended with regard to attendance at Investitures, and until further notice travelling expenses as for a duty journey may be repaid to officers and men of the Royal Navy and Royal Marines summoned to attend an Investiture or a Ceremony for the presentation of medals.

74. The two relatives or friends who are given tickets of admission to witness the presentation of a decoration to an officer or man of the Royal Navy or Royal Marines, will be allowed free third-class return railway warrants for the journey. These will be sent with the tickets of admission to the ceremony if full particulars of the journey are given with the original list of names. Alternatively, they may be obtained from any Naval Authority on presentation of the tickets of admission. The issuing officer will indicate on the reverse of the tickets of admission that warrants for the journey have been issued.

75. When the next of kin of deceased officers or men attend at Buckingham Palace or elsewhere to receive a decoration, they will be allowed a free third-class return railway warrant for the journey which in the normal course will be issued from the Admiralty. Alternatively, the warrant may be obtained from any Naval authority on presentation of the Summons. Instructions for obtaining warrants will be sent with the Summons from the Central Chancery of the Orders of Knighthood. This concession is also available for the relative who is invited to accompany the next of kin to the ceremony.

76. Naval Warrants.—D.N.A. Form 800—are to be used in all cases. These should be clearly endorsed on the front either:—

- (a) "Officer attending investiture."
- (b) "Wife (and/or child) of officer, attending investiture."
- (c) "Naval rating (or other serving member of His Majesty's Forces as the case may be) attending a presentation of medals."
- (d) "Wife (and/or child) of naval rating (or other serving member of His Majesty's Forces as the case may be) attending a presentation of medals."
- (e) "Witness attending investiture" when neither (a), (b), (c) nor (d) is applicable.

77. Warrants endorsed as at (a), (b), (c) and (d) above will be chargeable at Government rates; those endorsed as at (e) will be chargeable at rates applicable to the general public.

78. Witnesses wishing to travel first class must themselves bear the difference in cost between the fare covered by the warrant and the corresponding first-class fare (at public or Government rate, whichever is appropriate). The railway authorities have agreed that, in such cases, on production of the third-class warrant to the booking clerk, and payment of the difference in fare, the traveller will receive a first-class ticket. (See paragraphs 90 to 93.)

79. These concessions apply also to relatives and friends of W.R.N.S. officers and ratings, and members of Voluntary Aid Detachments and Queen Alexandra's Royal Naval Nursing Service.

80. When witnesses, whether civilians, officers or ratings, travel by car, no refund of the corresponding rail fare can be allowed; and when naval or marine personnel travelling to receive their decorations convey their guests in their own cars, they are not entitled to passenger allowance in respect of these guests, though they may claim the appropriate mileage allowance in respect of their own journey.

N.A.A.F.I. canteen staff

81. The relatives of male members of the N.A.A.F.I. canteen staff entered in the Royal Navy are eligible for travelling concessions to the same extent as those of other naval ratings, but all travel warrants issued to them are to be endorsed "Cost payable by N.A.A.F.I."

MISCELLANEOUS

Daily travelling expenses to place of duty

82. Officers and ratings who are paid lodging and provision allowances, and thus have a choice as to where they will live, are expected, so far as it is possible, to reside within walking distance of their place of duty. If for personal reasons, e.g., staying with relatives, or lower rent, they live further out, they are responsible for their own bus and tram fares.

83. Officers and ratings in receipt of lodging and provision allowances, however, may be repaid actual travelling expenses by public conveyance in making one return journey a day between their lodgings and places of duty, under the following conditions. Officers receiving marriage allowance and provision allowance, and ratings receiving reduced lodging allowance, are also eligible in similar circumstances.

84. Local conditions must be such as to render it impracticable for personnel to be accommodated within easy reach of their place of duty. Such conditions would not as a rule obtain in the London area.

85. Applications should be in sufficient detail to establish that all reasonable attempts have been made to obtain accommodation at a nearer distance, or that accommodation at a cost not exceeding the allowances granted and within easy reach of the place of duty, does not exist. Wherever possible, confirmatory evidence from the Town Clerk or Chief Constable of the area should accompany the application.

86. Applications for the refund of daily travelling expenses may, as a war-time measure, be approved by Flag Officers, but should not normally be granted where the distance between lodgings and place of duty is less than two miles in the case of naval, marine and reserve officers and men, or one mile and a half in the case of mobile members of the W.R.N.S. Payment of daily travelling expenses is not normally allowed to immobile members of the W.R.N.S.

87. Details of the actual expenses incurred, the distance travelled and the fares by public transport, should be reported in each instance to the Director of Navy Accounts.

88. Season tickets should be taken when this is more economical.

89. Daily expenses between lodgings and place of duty are not ordinarily repayable when the officer or rating is in receipt of subsistence allowance.

Transfers to first class

90. The railway companies of Great Britain (other than the London Passenger Transport Board) have agreed to the following procedure for officers and ratings and their wives and children wishing to transfer from third to first class.

91. Where a warrant indicating third class travel is presented but a passenger desires to travel first class, a third class ticket will be issued with an excess fare ticket permitting first class travel. The excess fare collected will be the difference between the Government rate third class fare and the Government rate first class fare for a single or return journey according to requirements.

92. Where members of H.M. and allied naval forces travelling on leave and entitled to third class cheap fare tickets on presentation of a leave pass, or in the case of wives and dependent children under 16 years of age, the wife's Navy Order book or D.N.A. Form 866, desire to travel first class, a first class ticket will be issued on payment of the first class Government rate fare at the time of booking.

93. Reduced fares are not granted in respect of supplements—e.g. transfers from third to first class for a part of a journey, unless the appropriate arrangements are made before the commencement of the journey.

94. Witnesses of investitures—see paragraph 78.

Overseers

95. The claims of personnel employed on overseeing duty should be referred to the professional departments of the Admiralty for approval of service before payment is made. Officers and ratings employed on overseeing and other similar duties are not to receive subsistence allowance when on duty within a radius of $7\frac{1}{2}$ miles from their lodgings or headquarters.

Meetings of scientific and other associations, etc.—Attendance of naval representatives

96. When it is desired to send representatives in their official capacity to attend meetings of scientific and other associations, etc., prior Admiralty approval should be sought, a statement being furnished as to the expenses (e.g., in respect of travelling and subsistence allowance) likely to be incurred.

Visits to other service establishments and works of private firms for instructional purposes

97. The prior approval of the Admiralty is to be obtained for the visits of officers or ratings for instructional purposes to other service establishments or private firms. The question of the refund of travelling, etc., expenses is to be raised when each application is submitted.

98. In general, such visits will not be approved unless they serve some essential purpose.

Officers and men attending meetings of the Union Jack Club

99. The travelling expenses of officers and men incurred in attending meetings of the Union Jack Club and Scottish Union Jack Club are not chargeable to public funds, and railway warrants should not therefore be issued.

Aides-de-camp to Governors-General, etc.

100. Officers are not entitled to the repayment of travelling, etc., expenses incurred in attending for interviews in connection with, or in taking up or vacating, an appointment as aide-de-camp to a colonial governor-general, or an appointment under a colonial government or with the local forces of a colony, protectorate or mandated territory, or any other appointment not remunerated from naval funds.

Libertymen—Hire of conveyances

101. The expense of hiring conveyances for the use of libertymen is inadmissible as a charge to the public under Article 1656 of K.R. & A.I. As regards the hire of boats for libertymen, however, attention is drawn to K.R. & A.I., Article 1794 (2).

Osborne Convalescent Home

102. Travelling expenses incurred by Royal Navy and Royal Marine officers in connection with their admission to and discharge from the Convalescent Home, Osborne, Isle of Wight, are allowed as follow:—

- (i) To officers on full pay, when travelling from or to their ship or naval hospital;
- (ii) To officers on half-pay, when travelling from or to a naval hospital.

Cadets and Midshipmen

103. Travelling expenses to be borne by the cadets and midshipmen themselves—

- (a) Expenses in connection with their training as cadets and their first appointments to H.M. ships after being rated midshipmen, unless appointed to a ship on a foreign station, when their liability is limited to the expenses of travelling to the port of embarkation.
- (b) Expenses incurred in proceeding to hospital or their homes or elsewhere on account of sickness.

104. To be borne by Navy Votes—

- (a) Expenses incurred when a cadet is specifically ordered by the Admiralty to attend at a certain place for a specific purpose, such as medical survey, inoculation or fitting of a gas mask.
- (b) Expenses incurred subsequently to first appointment as midshipmen to a sea-going ship of the fleet.

Note.—The expenses of naval escorts when ordered by naval authority—e.g., in circumstances under 103 (b) are chargeable to public funds.

105. The above regulations apply also to special entry cadets and paymaster cadets.

Witnesses at civil trials, inquests, etc.

106. Officers and men summoned to attend civil prosecutions, inquests, etc., are to make application to the court for the repayment of their expenses, and for the payment of any statutory fee to which they may be entitled.

107. When evidence is given concerning matters which have come before officers or men in their official capacity, the sums received from the court are to be paid to the accountant officer of their ship as a credit to Navy Votes, the witnesses being repaid their travelling and subsistence expenses in accordance with the regulations governing their ordinary expenses and allowances when travelling on duty.

108. The travelling and subsistence expenses of officers attending civil trials under the provisions of Article 598, K.R. & A.I., are chargeable to Navy Votes.

109. The regulations governing the expenses of naval expert witnesses and naval medical officers are laid down in K.R. & A.I., Articles 929 and 1445 respectively.

Mersey Tunnel

110. Arrangements have been made for the free passage through the tunnel of naval and civilian personnel travelling on duty on the presentation of a Government warrant (A/cs. GEN. 27), or a period pass (A/cs. GEN. 28), which will be issued by the Director of Navy Accounts.

111. Government warrants will normally be used for these journeys and given up at the point of exit. Where, however, an individual has to use the tunnel more or less regularly in his official duties he will be provided with a period pass. Period passes will be made available for one year expiring on 31st December. Before being brought into use, period passes should be sent to the Clerk, Mersey Tunnel Committee, Municipal Buildings, Liverpool 2, who will arrange for their endorsement. Warrants and passes may not be used for residential purposes.

112. Applications for books of warrants (A/cs. GEN. 27), and for individual period passes, should be forwarded to the Director of Navy Accounts through the usual channels. Where period passes (A/cs. GEN. 28) are required, local officers-in-charge should state:—

- (a) Name and rank of applicant.
- (b) Description and number of vehicle (e.g., of car).
- (c) To what extent the applicant is required to use the Mersey Tunnel in the course of his official duties.

113. The books of warrants should be dealt with in accordance with the general instructions laid down in A.F.O. 815/37 as to the custody and issue of warrants.

Queensferry Ferry

114. Messrs. Queensferry Passage will issue ferry tickets at half ordinary fare to Naval and Marine personnel travelling on duty by motor vehicle between North and South Queensferry, via the company's ferry, on production of a certificate as follows, signed by the Commanding Officer concerned:—

“ This is to certify that (rank or rating and name) of H.M.S. ‘ ’
is travelling on duty between..... and
Office Stamp. (Sgd.)
Date..... Commanding Officer.”

115. Payment of the ferry fare should be made at the time by the officer or rating concerned, irrespective of whether the expense is repayable. If the ferry charge is repayable, refund should be claimed as an item of the travelling expense claim in respect of the whole journey.

D.E.M.S. Ratings

116. In order that Naval and Royal Marine personnel serving in defensively equipped merchant ships shall not suffer the loss of the reduced railway fare concessions, the masters of the ships have been instructed, when granting leave to these ratings, to apply to the D.E.M.S. Staff Officer, or in his absence to some other naval authority, for the issue of a naval leave ticket (S.248). Alternatively, the rating himself may apply for a ticket, but he should then be required to produce his pay book and a written authority from the master granting him leave. The reduced fare concession is available for merchant navy gunlayers under mercantile marine regulations. Form S.248 may, however, be issued.

117. Similar arrangements hold good when applications are made for the issue of free leave travel warrants.

118. Before issuing warrants, officers should satisfy themselves by reference to the pay book that the rating is entitled thereto, and should enter full details of the warrant in the book at the time of issue (page 17 of the D.E.M.S. pay book, or page 13 of the Pay and Identity Book, Form S.43a). Particulars of warrants issued are to be communicated to the Accountant Officer, H.M.S. “ President III ”.

119. Merchant navy gunlayers, although entitled to a similar free warrant, can only obtain it through the mercantile marine organisation and accordingly should not be granted one from R.N. sources.

W.R.N.S.—First Appointment

120. Mobile officers and ratings of the W.R.N.S. proceeding to take up their first appointment, are eligible for the grant of railway warrants and the repayment of incidental expenses in connection with such journeys.

Merchant Seamen discharged from Naval Hospitals, etc.¹

121. Merchant seamen who may have been admitted to naval hospitals or hospital ships while serving in mercantile fleet auxiliaries or other merchant ships are, on recovery, to be given a free railway warrant and travelling money or meal orders to enable them to proceed to their homes.

122. Full particulars of warrants, meal orders or cash issued in such circumstances, should be communicated to the Director of Sea Transport in order that a claim may be preferred on the shipping company concerned, and all relevant documents should be endorsed in red ink “ Payable by Ministry of War Transport ”.

(A.F.O. 815/37.)

(A.F.Os. 2205/37, Sections XV and XVI only—not in Annual Volume—28/40, 956/40, 1923/40, 3196/40, 3555/40, 3622/40, 3623/40, 3897/40, 327/41, 5137/41, 756/42, 1002/52, 1120/42, 2485/42, 3489/42, 3490/42, and 3491/42 are cancelled.)

118. Before issuing warrants, officers should satisfy themselves by reference to the pay book that the rating is correct, that the rating is correct, and should enter full details of the warrant in the book at the time of issue (page 17 of the D.E.M.S. pay book) of page 12 of the 'Pay and Identity Book, Form 544A'. Issuance of warrants issued are to be communicated to the Accountant Officer, H.M.S. "President III."

119. Merchant navy gunlayers, although entitled to a special issue warrant, can only obtain it through the mercantile marine organization and accordingly should not be granted one from R.N. sources. The necessary papers to be submitted to the appropriate authority should be submitted to the R.N. Officer, H.M.S. "President III" for approval to take up the post.

120. Mobile officers and ratings of the W.R.N.S. proceeding to take up their first appointment, are eligible for the grant of railway warrants and the repayment of incidental expenses in connection with such journeys.

121. Merchant seamen who may have been limited to naval hospitals, or hospital ships while serving in mercantile fleet auxiliaries or other merchant ships are, on re-employment in the Royal Navy, entitled to the same benefits as other ratings, and on re-employment to be given a three months' leave and travelling money of local origin to enable them to proceed to their permanent homes.

122. Full particulars of warrants, issued or to be issued in such circumstances should be communicated to the Director of Sea Transport in order that a return may be prepared on the shipping company concerned, and all relevant documents should be retained in the "Records of Identity of War Transport."

A.L.O. 113/37

123. The books of warrants should be kept with the original warrants in the original order of issue, and should be kept in the original order of issue.

- (a) Name and rank of applicant.
- (b) Name of the vessel (e.g., of the).
- (c) To what service he is engaged and the name of his commanding officer.

124. The books of warrants should be kept with the original warrants in the original order of issue, and should be kept in the original order of issue.

Quartermaster's Store

125. Stores, Quartermaster's Store will issue Navy tickets as laid down in the ordinary law to Navy and Marine personnel travelling on duty by motor vehicle between North and South Queensland, via the company's ferry, on production of a certificate as follows, signed by the Commanding Officer concerned:—

"This is to certify that (rank or rating and name) of H.M.S.

is travelling on duty between

Office Stamp

Date

Commanding Officer."

126. Payment of the ferry fare should be made at the time by the officer or rating concerned, irrespective of whether the expense is reimbursable. If the ferry charge is reimbursable, it should be claimed as an item of the travelling expenses claim in respect of the whole journey.

D.E.M.S. Ratings

127. In order that Naval and Royal Marine personnel serving in designated auxiliary merchant ships should not suffer the loss of the reduced railway fare concession, the system of the ship has been devised, which will enable them to apply to the D.E.M.S. Post Office, or to the appropriate authority, for the issue of a Navy ticket (Form 544A). Alternatively, the rating himself may apply for a ticket, but he should then be required to produce his pay book and a written authority from the master or commanding officer. The reduced fare concession is available for residential navy paylayers under mercantile marine regulations. Form 544A may, however, be used.

128. Similar arrangements hold good when applications are made for the issue of free leave travel warrants.