INSTRUCTIONS

TO

Paymaster H.M.A.I. "Aeneas"

Pay Representatives

London to Sydney. 1.11.1919

15.1.1920

of the

AUSTRALIAN IMPERIAL FORCE.

Issued by—

CHIEF PAYMASTER, A.I.F.,

ADMINISTRATIVE HEADQUARTERS, A.I.F.,

LONDON.

1st March, 1918.

Printed by WIGHTMAN & Co., Ltd., Regency Street,

Westminster, S.W. 1.
Amendments to Booklet

"INSTRUCTIONS TO PAY REPRESENTATIVES."

N.B.—These Amendments should not be regarded as bringing the booklet up to date. A large number of further Amendments promulgated in Orders, etc., have yet to be furnished to bookholders.

OCTOBER, 1918.
AMENDMENTS TO BOOKLET "INSTRUCTIONS TO PAY REPRESENTATIVES."

C.P.M.—28/6/18. (1)

For lines 16 to 26 of page 169 (para. 83 "Imprest Accounts directly controlled by Chief Pay Office") substitute:—

For the purpose of Audit it is necessary that Imprest Accounts should be adjusted monthly. All cash in hand, including balance of Postage account, is to be refunded to the imprest holder’s bank account. A "Receipts and Payments" statement is to be forwarded to the Chief Paymaster, London, on the last day of the month. The statement is to show, on the receipts side, all amounts received; and on the payments side, the various totals of summaries of acquaintances forwarded for reimbursement. The closing balance of the "Receipts and Payments" statement should represent cash at bank. A certificate as to the bank balance is to be forwarded by the bank manager direct to the Chief Paymaster after the close of business on the last day of each month: a duplicate of this certificate is to be obtained from the bank by the imprest holder. If the balance at bank, according to the bank certificate, differs from that appearing on the "Receipts and Payments" statement, details of the difference, such as outstanding cheques, etc., must be furnished to the Chief Paymaster. The imprest holder should instruct his bank manager as to the forwarding of the bank certificate to the Chief Paymaster.

C.P.M.—28/6/18. (2).

For lines 8 to 10 of page 173 (para. 86 "Remittances of cash or undrawn pay") substitute:—

Army Form O.1727 need not be rendered in duplicate. All particulars must be inserted on the form in block letters and duly signed by the soldier making the remittance.

C.P.M.—28/6/18. (3).

After the word "stated"; in line 12 of page 173 (para. 86 "Remittances of Cash and Undrawn Pay") insert "the name and address of the bank must be quoted in full and not abbreviated in any way; and"
C.P.M.—28/6/18. (4).

Before the words "A certificate" commencing line 22 of page 173 (para. 86 "Remittances of Cash or Undrawn Pay") insert:—

"In the case of remittances of undrawn pay."

C.P.M.—28/6/18. (5).

After the words "Pay Book number" in line 25, page 173 (para. 86 "Remittances of Cash or Undrawn Pay") insert:—

"in all cases."

C.P.M.—28/6/18. (6).

After the word "certificates" in line 3, page 189 (para. 90 "General") insert:—

"in the prescribed form."

C.P.M. 28/6/18. (7).

Before the last sub-para. of page 189 (para. 90 "General") insert the following:—

Requisitions must not be used as cheques by forwarding them direct in payment of an account, but must be submitted through nearest paymaster for transmission to Chief Pay Office, where cheques will be issued to the person or firm as directed.

Units should not use requisitions from a book belonging to another unit, as the sequence of numbers forms a valuable check in the Chief Pay Office:

On page 185 after the sub-para. ending "benefit of the unit as a whole" (line 18) insert a new sub-para. as follows:—

Profits from Entertainments and Canteens.
(A.I.F. Order No. 1139. Dated 5.3.18.)

In order to provide an Emergency Fund which will be used for the benefit of Australian soldiers in a manner to be determined at the conclusion of hostilities, the following procedure will be adopted:—

Commencing from 1st January, 1918, 20 per cent. of the net profits accruing from Corps, Divisional Brigade, and other Unit entertainments (including cinemas) and 10 per cent. of the net profits accruing from Canteens conducted by such formations, are to be paid by the Officer controlling such accounts to the Chief
Paymaster, through the usual channels, for credit to "Regimental Reserve" Trust Account. This account shall not be operated upon except with the approval of the G.O.C., A.I.F.

The profits to be so allocated will be determined by the Audit Board assembled under King's Regulations 104, monthly in the case of entertainments, and quarterly with regard to Canteens. Certificates to this effect will be attached to the respective returns furnished to the Auditor, A.I.F.

C.P.M.—28/6/18. (8).

Note.—The provisions of this Order will not apply to Units in Egypt, nor to Canteen Funds of Units in the United Kingdom, the separate arrangement concerning the latter now in force being continued.

C.P.M.—(C.R. 1405/1/59). (9.)
Para. 38, page 85, lines 13 and 14. Delete the words:

"and the overdraft is found to exceed the amount of 30 days' net rate of pay."

(Note.—Some copies have already been amended).

C.P.M.—(C.R. 1405/1/59). (10.)
Para. 21 "Compensation to Officers for loss of kit on Active Service" page 43. Cancel the whole paragraph.

(Note.—Some copies have already been amended).

C.P.M.—10/9/18. (11.)

After the word "allotment," line 27, page 85 (para. 38 "General Directions Guiding Method of Recovery, &c.") delete to the foot of the page, and substitute:

The following is the scale of restricted drawing rates:

(a) Overdrafts caused by Excessive Drawings, Fines and Forfeitures, or debits within the soldier's control.
(b) Overdrafts caused by overpayments of Allotments or Separation Allowance.

<table>
<thead>
<tr>
<th>Ranks</th>
<th>England</th>
<th>France</th>
<th>Egypt</th>
<th>England</th>
<th>France</th>
<th>Egypt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pts. and Cpl.s.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per fortnight</td>
<td>£1 1s. 0d.</td>
<td>25 frs.</td>
<td>100 piastres</td>
<td>£1 1s. 0d.</td>
<td>25 frs.</td>
<td>100 piastres</td>
</tr>
<tr>
<td>Sqs. and Upwards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per fortnight</td>
<td>£1 8s. 0d.</td>
<td>35 frs.</td>
<td>120 piastres</td>
<td>£1 1s. 0d.</td>
<td>25 frs.</td>
<td>100 piastres</td>
</tr>
<tr>
<td>Officers</td>
<td>Field Allowance</td>
<td></td>
<td></td>
<td>Field Allowance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE.

A Driver is not in the same position as a temporary N.C.O. in regard to reversion when evacuated wounded, sick, etc. A.I.F. Order 785 differs in construction and intention from the order which provides that temporary N.C.O.'s will be reverted on becoming wounded, &c. When a driver is evacuated wounded, etc., he is still technically 'employed' as a driver although unfit for actual duties. On his return to Duty he will, if employed as a Driver, retain his rank; if not so employed he will, if appointed under A.I.F. Order 785, be reverted. (Authority D.A.G., A.I.F., 14/11/17, quoted in C.P.M.'s Circular 20, 20/6/18.)
C.P.M. (13).

Add the following sub-para. to para. 94, page 197. ("Deferred Pay"): —

Permission to draw full pay was granted to members of the Permanent Forces who joined the A.I.F. before 1-12-16. On and after that date however the deferred pay provisions apply to all A.I.F. appointments or enlistments, from Permanent Forces or otherwise (except in regard to the rank of Lt.-General or Major-General), also should a member of the A.I.F. who formerly drew full pay be promoted to higher rank the deferred pay provisions will from the date of such promotion apply to him also. (Defence memo. 102,066 of 30/11/16, and footnote to page 157 of "S.O., A.I.F., and W.F. Regs.")

C.P.M. (14).

After sub-para. (e) para. 63, add the following sub-para. :

(f) When reference is made to Pay Books of the various issues, the following will be observed :

Old A.B. 64 will be described as " No. 1 Issue."
1917 Issue " " " No. 2 Issue."
1918 " " " No. 3 Issue."


At the end of para. 53 ("Temporary Promotions and Reversions"), page 117, add the following :

Temporary N.C.O.'s who are selected for attendance at Cadet Schools in England will retain their temporary rank whilst absent at Cadet Units.

Temporary N.C.O.'s who do not qualify at Cadet Battalions will revert to their permanent grade on leaving the Cadet Battalion.

A.I.F. Order 1233. (16).

After sub-para. 2 (1) (h) of para. 49 (" Striking off Strength "), page 107, add the following :

The above instructions are applicable to Medical Officers generally, except that Medical Officers will be struck off the strength of their units when evacuated out of Army Areas, and reinforcements will be demanded in replacement.
A.I.F. Order 1205. (17).

Cancel sub-para. 3 (c) of para. 49 ("Striking off Strength"), and substitute the following:

"(c) Sick seven days after admission to a Medical Unit, if not previously reported by that unit as evacuated, even if transferred from that Medical Unit to Corps and Divisional Rest Stations.

"Men struck off the strength in this manner, who are discharged from Medical Units within the Army Area, fit for duty, will be returned to their Units, i.e., the units in which they were serving prior to admission to hospital."

A.I.F. Order 1235. (18).

After "(Wireless)" line 16 (14/- group) para. 1. "(Rates of Pay, &c., on and from Embarkation), page 7, insert:

"Sergeant-Major Class I. (Flying Unit) Master Clerk (Flying Unit)."

A.I.F. Order 1235. (19).

After "Flight-Sergeant (Flying Unit)" line 24 (12/- group), para. 1. ("On and from Embarkation") page 7, insert:

"Master Mechanic (Flying Unit), Sergeant-Major Class 2 (Flying Unit)."

M.O. 209/1918, and 238/1918. (20).

After the words "Flying Unit" line 31 (11/6 group), para. 1 ("On and from Embarkation"), page 7, add:

"Fitter-Sergeant, Blacksmith-Sergeant (Ordnance Unit)."

M.O. 236/1918. (21).

After "Fitter" line 17 (8/- group), para. 1 ("On and from Embarkation"), page 9, add:

"Waggon Repairer (Railway Unit), Boiler Maker (Railway Unit), Blacksmith (Ordnance Unit), Fitter or Wheeler (Ordnance Unit)."

M.O. 111/1918. (22).

Before "Major-General," para. 1 ("Rates of Pay, etc., on and from Embarkation"), page 7, insert in the columns indicated:

<table>
<thead>
<tr>
<th>Lieut.-General (per annum)</th>
<th>Pay</th>
<th>F. Almc. Deferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>£2000</td>
<td>17/6</td>
<td>Nil.</td>
</tr>
<tr>
<td>CONTENTS.</td>
<td>Paras.</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Rates of Pay</td>
<td>1 to 8</td>
<td></td>
</tr>
<tr>
<td>Allowances</td>
<td>9 &quot; 24</td>
<td></td>
</tr>
<tr>
<td>Extra Duty Pay</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Pay Books</td>
<td>26 &quot; 35</td>
<td></td>
</tr>
<tr>
<td>Overdrawn Accounts</td>
<td>36 &quot; 38</td>
<td></td>
</tr>
<tr>
<td>Fines and Forfeitures</td>
<td>39 &quot; 47</td>
<td></td>
</tr>
<tr>
<td>Promotions and Reversions</td>
<td>48 &quot; 57</td>
<td></td>
</tr>
<tr>
<td>Allotments and Separation Allowance</td>
<td>58 &quot; 65</td>
<td></td>
</tr>
<tr>
<td>Soldiers Wills</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>Imprést Accounts</td>
<td>77 &quot; 85</td>
<td></td>
</tr>
<tr>
<td>Remittances by Members of A.I.F.</td>
<td>86</td>
<td></td>
</tr>
<tr>
<td>Remittances to Members of A.I.F.</td>
<td>87 &quot; 88</td>
<td></td>
</tr>
<tr>
<td>Regimental Funds</td>
<td>89 &quot; 90</td>
<td></td>
</tr>
<tr>
<td>Gratuities, Awards and Decorations</td>
<td>91</td>
<td></td>
</tr>
</tbody>
</table>

**Miscellaneous:**

| Cash in Effects                  | 92     |
| Debits to Pay Accounts           | 93     |
| Deferred Pay                     | 94     |
| Payments to Men in Imperial Hospitals | 95  |
| Officers' Clothing Issues        | 96     |
| Prisoners of War—Financial Arrangements | 97  |
| Members of A.I.F. Returning from Australia | 98  |
| Railway Warrants                 | 99     |
| Australian War Loan              | 100    |
| Pensions                         | 101    |
| Correspondence                   | 102    |

A complete Index will be found at the end of the book.
INTRODUCTION.

It is of great importance that all Pay Representatives should be thoroughly acquainted with the constitution of a soldier's Pay and Allowance Account and the policy of the Chief Pay Office with regard thereto.

The soldier in the Field is apt to look upon his Pay Book as representing the whole of his Pay and Allowance Account, but this view is quite incorrect, since his Pay Book only records his Active Pay Account.

Two, or if a separation allowance is being paid, three sub-accounts constitute the soldier's pay and allowance account:

1. The Allotted Pay Account;
2. The Active Pay Account;
3. Separation Allowance Account (if any).

All Payments, irrespective of whether they are made to the soldier himself, his allottee, his remittee or his dependant, are made on his behalf and are chargeable against his Pay and Allowance Account. Therefore, any overpayment which is made to or on behalf of the soldier must be refunded to the Chief Pay Office by or on behalf of the soldier; similarly, any underpayment made to or on behalf of the soldier must be refunded by the Chief Pay Office to or on behalf of the soldier.

Within the limits of Regulations and of the conservation of the financial interests of the Commonwealth, overpayment on any one sub-account may be recovered from any other, i.e., an overpayment on the Active Pay Account (commonly known as an "Overdraft") may, provided the allottee is non-dependant, be recovered from the Allotted Pay Account; or an overpayment on the Allotted Pay or Separation Allowance Accounts may, if the allottee be dependent, be recovered from the Active Pay Account.
Deferred Pay Account is not recognised by the Chief Pay Office, as Deferred Pay is payable only on the date of discharge or upon death, and under no circumstances will a soldier be permitted to mortgage it as a set-off against an overpayment on any one of his sub-accounts, whether allotted pay, active pay or separation allowance.

The policy of the Chief Pay Office, which should be made known generally by all Pay Representatives, is to act as far as possible as the soldier's banker or trustee, and in pursuance of this policy every care is taken to ensure accuracy in the keeping of the soldier's pay account, and no debits are charged against same except those authorised by the soldier himself (under his own signature), by Regulations (including Part II. Orders), or by the Department of Defence (including the Military Districts).

Owing to the immense volume of work dealt with by the Chief Pay Office it may occasionally happen that correspondence from the Field does not receive the prompt attention which it deserves, or if it does receive attention, the reply is unsatisfactory. In such cases Pay Representatives in the Field are invited to write direct to—

"The Inspectors Department,"

Chief Pay Office,
A.I.F. Administrative Headquarters,
130, Horseferry Road, London, S.W. 1,
setting out as full particulars as possible of the case, and all such letters will be promptly dealt with by this Department.

Finally, I would keenly appreciate at all times suggestions from members of the A.I.F. of any rank for improvements in my administration.

H. S. EVANS,
Lieut.-Colonel,
Acting Chief Paymaster, A.I.F.
RATES OF PAY.
### RATES OF PAY FOR A.I.F.

1.—On and from Date of Embarkation.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Pay, including Deferred Pay</th>
<th>Field Allowance</th>
<th>Deferred Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>s.</td>
<td>d.</td>
</tr>
<tr>
<td>Major-General ... (per annum)</td>
<td>1,200</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Brigadier-General, Colonel ...</td>
<td>2</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Lieutenant-Colonel ... ...</td>
<td>1</td>
<td>17</td>
<td>6</td>
</tr>
<tr>
<td>Major ... ... ... ...</td>
<td>1</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Captain ... ... ... ...</td>
<td>1</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Lieutenant, 2nd Lieutenant ...</td>
<td>0</td>
<td>17</td>
<td>6</td>
</tr>
</tbody>
</table>

*Adjutant, Quartermaster ...
Warrant Officer, Class I., Brigade or Regimental Sergeant-Major, Armament Artificer.
Foreman Artificer (Mech. Trans. Unit.) Technical Sergeant-Major (Flying Unit), Brigade or Regimental Q.M.S., Staff Q.M.S., Sergeant (Wireless)
Staff Sergeant-Major, Squadron Battery, Troop or Company Sergeant-Major, Staff Sergeant, Wheeler, Saddler or Farrier Staff Sergeant, Armourer Staff Sergeant, Colour Sergeant, Flight Sergeant (Flying Unit), Farrier Q.M.S., Sergeant-Cook
Squadron, Battery, Troop or Company Q.M.S., Orderly-room Sergeant, Farrier, Colliemaker, Wheeler, or Saddler Sergeant, Sergeant of Mech. Trans., or Flying Unit

* An additional Field allowance of 1s. 6d. per diem is payable to officers under field rank who hold the appointment of Adjutant (see para. 19.)
On and from Date of Embarkation—continued.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£    s. d.</td>
<td>£    s. d.</td>
<td>£    s. d.</td>
</tr>
<tr>
<td>Sergeant, Pioneer, Signalling, Transport, Armourer, Veterinary or Band Sergeant, Sergeant-Trumpeter</td>
<td>0 10 6</td>
<td>—</td>
<td>0 2 0</td>
</tr>
<tr>
<td>Corporal, Armourer, Band, Shoewing Smith, Signalling or Pay and Orderly-Room Corporal</td>
<td>0 10 0</td>
<td>—</td>
<td>0 1 6</td>
</tr>
<tr>
<td>2nd Corporal, Bombardier, Air Mechanic, 1st Class (Flying Unit)</td>
<td>0 9 0</td>
<td>—</td>
<td>0 1 6</td>
</tr>
<tr>
<td>Air Mechanic, 2nd Class (Flying Unit), Mech. Trans. Unit-Workshop, Fitter, Turner, Blacksmith, Wheeler, Electrician (Mechanic or Artificer), Motor Driver, Railway Unit-Blacksmith, Fitter</td>
<td>0 8 0</td>
<td>—</td>
<td>0 1 0</td>
</tr>
<tr>
<td>Horse Driver, Shoewing Smith ... Acting Bombardier, Lance-Corporal, Private, Gunner, Sapper, Stretcher-Bearer, Bandsman, Trumpeter, Bugler, Drummer, Collarmaker, Saddler, Wheeler, Cook, Batman, Artificer, Storeman of H.Q., Machine Gun Company, Cleaner or Wagonman (Mech. Trans. Unit), Motor Cyclist, Railway Unit-Fireman, Guard, Signalman, Shunter, Asst. Blacksmith, Asst. Fitter</td>
<td>0 7 0</td>
<td>—</td>
<td>0 1 0</td>
</tr>
</tbody>
</table>

\[0 6 0\]
2.—PAY AND

(a) Nurses and Staff in service abroad

(b) Pay will consist of a basic rate and an additional per diem pay.

(c) Matrons, Sister Heads, and other Nursing Staff and Matrons and the Chief Matron.

(d) In the case of Matrons and Sister Heads in charge of Hospitals, the additional per diem pay will be for the maintenance of a house and the expenses of travel and accommodation for visits to other hospitals, in the case of a house of seven or more beds.

(e) Matron-in-Chief.

Travelling expenses for Matrons in charge of hospitals of seven or more beds.
2.—PAY AND ALLOWANCES OF NURSES AND MASSEUSES.

(a) Nurses and Masseuses appointed to the Australian Imperial Force for service abroad shall be paid at the following rates of pay:—

<table>
<thead>
<tr>
<th></th>
<th>s.</th>
<th>d.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matron-in-Chief</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Principal Matron or Matron</td>
<td>13</td>
<td>4</td>
</tr>
<tr>
<td>Sister-in-Charge or Head Sister</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>Nursing Sister</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Staff Nurse</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Masseuse</td>
<td>7</td>
<td>10</td>
</tr>
</tbody>
</table>

(b) Pay will commence seven days before the date on which the member is required to embark.

(c) Matrons, Sisters-in-Charge, or Head Sisters, Nursing Sisters, Staff Nurses and Masseuses, shall receive a Mess Allowance of 2s. 6d. per diem when cooked rations are not supplied to them.

(d) In the case of Australian Nurses and Masseuses abroad attached to and performing duty at non-Australian Hospitals, the full charge for messing will be met from the Commonwealth funds, in lieu of the payment of 2s. 6d. per diem.

(e) In cases where members of the Australian Army Nursing Service and female members of the Massage Service employed in Australian Hospitals overseas are rationed and provided with necessary attendance for cooking and serving same, they will be granted the difference between the commuted value of such ration and the allowance of 2s. 6d. per day.

(f) Matron-in-Chief shall receive an allowance of 10s. per diem, to include uniform and all other allowances except travelling allowance. Travelling allowance will be paid as for the rank of Captain to Matron-in-Chief, provided, however, that the allowance of 10s. per diem before mentioned shall cease during any period in excess of seven days for which travelling allowance is payable.
RATES OF PAY.

3.—FRENCH.

(a) Imperial:

- man from
 amounts:

- W.O.'s, Class

- C.S.M.'s

- C.Q.M.S.'s

- Sergeants

- Bombardier

- equivalents

- Mounted Troops

- Air Machine

- Shoading Staff

- Horse Drivers

- Motor Drivers

- Privates

The

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as at the

(b) No

should read

the amount

attendand

(a) On 1

1. No

men going

Paymasters
3.—FRENCH, ENGLISH AND EGYPTIAN RESTRICTED RATES OF PAY.

(A.I.F. Order 154 of 11.6.16.)

(a) Imprest Holders, at each fortnightly pay, must not pay any man, from Warrant Officer downward, in excess of the undermentioned amounts:

<table>
<thead>
<tr>
<th>United Kingdom</th>
<th>France</th>
<th>Egypt</th>
</tr>
</thead>
<tbody>
<tr>
<td>s.</td>
<td>d.</td>
<td>Franes</td>
</tr>
<tr>
<td>W.O.'s, Class I., or equivalents</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>C.S.M.'s</td>
<td>70</td>
<td>0</td>
</tr>
<tr>
<td>C.Q.M.S.'s</td>
<td>66</td>
<td>6</td>
</tr>
<tr>
<td>Sergeants, Corporals</td>
<td>59</td>
<td>6</td>
</tr>
<tr>
<td>Bombadiers, 1st Class Air Mechanics or equivalents</td>
<td>52</td>
<td>6</td>
</tr>
<tr>
<td>Mounted Transport Drivers, 2nd Class Air Mechanics or equivalents</td>
<td>49</td>
<td>0</td>
</tr>
<tr>
<td>Shoeing Smiths</td>
<td>42</td>
<td>0</td>
</tr>
<tr>
<td>Horse Drivers</td>
<td>35</td>
<td>0</td>
</tr>
</tbody>
</table>

The above rates are quoted as maxima only, but Paying Officers are notified that before signing the pay books they should satisfy themselves that the necessary credit exists in the soldier's pay book as at the date of the payment.

(b) Members of the A.I.F. going to Schools of Instruction in France should receive from their Divisional Paymaster an advance equivalent to the amount of pay that would be due to them for the period of their attendance at the School.

4.—FURLOUGH PAY.

(a) On Leave from France to England.

1. No cash need be retained by Imprest Holders in France to pay men going on leave except by special arrangement with the Divisional Paymaster. Men going on leave from France to the United Kingdom
RATES OF PAY.

will receive (but not exceeding master on pre-

2. Provided and Men will be
 advance:

Men
W.O.3

'b) On Leave

1. A Pay
of an Officer

2. All
leave advance
approved in his Pay

3.
will receive furlough pay in London, but an advance on such furlough pay, not exceeding 30 francs, will be made if necessary by the Divisional Paymaster on production of the leave warrant.

2. Provided there is sufficient credit in the Pay Book, W.O.'s, N.C.O.'s and Men will be allowed to draw the following amounts as a first furlough advance:

<table>
<thead>
<tr>
<th></th>
<th>£1 10s per diem</th>
<th>£21 maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W.O.'s, N.C.O.'s</td>
<td>£2</td>
<td>£28</td>
</tr>
</tbody>
</table>

(A.I.F. Order 973 of 20.11.17.)

'b) On Leave in France.

1. A Pay Office has now been established in Paris under the charge of an Officer of the Australian Army Pay Corps at the address given below:

Paymaster, A.I.F.,
French Military Barracks,
Caserne de la Pepiniere,
Place St. Augustin,
Near St. Lazare Station.
Paris.

2. All members of the A.I.F. proceeding to Paris will receive their leave advances at that Office on their arrival, and the following are the approved rates of pay, subject to the soldier having the necessary credit in his Pay Book:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>s. d.</td>
<td>£</td>
<td>s. d.</td>
</tr>
<tr>
<td>On arrival</td>
<td>270</td>
<td>9 18 0</td>
<td>330</td>
<td>12 2 0</td>
</tr>
<tr>
<td>After 4 days’ interval</td>
<td>140</td>
<td>5 2 8</td>
<td>190</td>
<td>6 19 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>another 4 days’ interval</td>
<td>80</td>
<td>2 18 8</td>
<td>160</td>
<td>5 17 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for 14 days</td>
<td>570</td>
<td>£20 18 0</td>
<td>760</td>
<td>£27 17 4</td>
</tr>
</tbody>
</table>
For 8 days' Leave.

<table>
<thead>
<tr>
<th></th>
<th>Francs</th>
<th>Private.</th>
<th>Francs</th>
<th>N.C.O.'s.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On arrival</td>
<td>160</td>
<td>5 17 4</td>
<td>270</td>
<td>9 18 0</td>
</tr>
<tr>
<td>After 3 days' interval</td>
<td>105</td>
<td>3 17 0</td>
<td>105</td>
<td>3 17 0</td>
</tr>
<tr>
<td>&quot; another 3 days' interval</td>
<td>60</td>
<td>2 4 0</td>
<td>60</td>
<td>2 4 0</td>
</tr>
<tr>
<td>Total for 8 days</td>
<td>325</td>
<td>£11 18 4</td>
<td>435</td>
<td>£15 19 0</td>
</tr>
</tbody>
</table>

For 6 days' Leave.

<table>
<thead>
<tr>
<th></th>
<th>Francs</th>
<th>Private.</th>
<th>Francs</th>
<th>N.C.O.'s.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On arrival</td>
<td>160</td>
<td>5 17 4</td>
<td>220</td>
<td>8 1 4</td>
</tr>
<tr>
<td>After 3 days' interval</td>
<td>85</td>
<td>3 2 4</td>
<td>110</td>
<td>4 0 8</td>
</tr>
<tr>
<td>Total for 6 days</td>
<td>245</td>
<td>£8 19 8</td>
<td>330</td>
<td>£12 2 0</td>
</tr>
</tbody>
</table>

For 4 days' Leave.

<table>
<thead>
<tr>
<th></th>
<th>Francs</th>
<th>Private.</th>
<th>Francs</th>
<th>N.C.O.'s.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On arrival</td>
<td>110</td>
<td>4 0 8</td>
<td>140</td>
<td>5 2 8</td>
</tr>
<tr>
<td>After 2 days' interval</td>
<td>55</td>
<td>2 0 4</td>
<td>80</td>
<td>2 18 8</td>
</tr>
<tr>
<td>Total for 4 days</td>
<td>165</td>
<td>£6 1 0</td>
<td>220</td>
<td>£8 1 4</td>
</tr>
</tbody>
</table>

N.B.—Conversion is made at rate 5 frs. = 3s. 8d.

4. The Divisional Paymasters, Base Paymasters or the Staff Paymaster, Australian Corps, will make an interim advance of 60 francs to cover cost of travelling to Paris on production of the leave warrant. This will be counted as part of the amounts shown above.

5. In cases of members taking their leave in France elsewhere than Paris, the Divisional Paymaster will, as hitherto, make the full advance in accordance with the above scale provided the soldier has the necessary credit in his Pay Book.

6. It is to be clearly understood that leave should not be granted unless the soldier has sufficient funds to carry him over his period of leave.
RATES OF PAY.

All by Balance to Furlough. Do so, then.

It has been a matter of good conscience and credit. The case of especially of not, however, be able to so.

In order to proceed with:

(a) Approval.

I hereby:

(a) Consider.
(b) Commence.
(c) Reserve.

Recover.
5.—FURLOUGHS PAY FOR MEN WITHOUT FUNDS.

(a) On Leave from France or Egypt.

All Ranks should be strongly advised to allow a Credit Balance to accumulate in their Pay Books to be available for Furlough Pay. They should be warned that if they neglect to do so, their Leave, when it becomes due, may be forfeited.

It has been represented that, through no fault of their own, some men of good conduct are unable to proceed on leave as they have not the requisite credit balance in their Pay Books to defray the expense involved. The case of a married private, who has an allotment of 4s. per day, is especially cited, but there are other cases equally deserving. This does not, however, include men who, with ordinary care and foresight, should be able to save and provide funds for leave purposes.

In order to permit of leave being granted to deserving cases, the procedure outlined below will be followed in each case:

(a) Applications for leave in the following form from men without funds will be carefully considered by Commanding Officers.

Application for Leave.
(Under A.I.F. Order 696.)

I hereby make application for leave and certify that—

(a) I have no funds available.
(b) My allottee is dependent on me.
(c) My drawing rate of pay is ........................................ per diem.
(d) My Pay Book shows a balance credit of £.......................... on debit
(e) The forfeitures of pay through misconduct are:

........................................................................................................
........................................................................................................
........................................................................................................

(f) My last leave was ........................................................................
(g) My Pay Book No......... is attached.

Signature ...............................................................

Rank ................................................................. No. .......................... Unit ............................

Recommended for approval.

................................................................. ........................................

C.O. .................................................................

Reserved for Paymaster's Decision.
RATES OF PAY.

(b) The C.O. will provide the

(c) The Pay shall amount to at least active

or up to than in

when a

consideration

balance

been of

which

A.I.F.

proceeds

by the

(d) A Common

approval

(1)

(2)

(3)

(4)

(e) An advance

in the re
duced as

made by

(f) Command

does not

circum

circle

(A.I.F. Order 698)

In any case in

funds may be paid
(b) The C.O.'s will make recommendations thereon to the headquarters of the formation to which they belong.

(c) The Paymaster attached to the Headquarters will make an amount to be advanced, which must not exceed £7, and which amount will be advanced as an overdraft against the soldier's active pay: in the case of an applicant on a drawing rate of 2s. or upwards, but who has been on such rate for a period of less than three months prior to the application, the Paymaster will, when assessing the amount to be advanced, take into consideration the efforts of the soldier to accumulate a credit balance on his pay account for the period during which he has been on the higher drawing rate of 2s. per diem or upwards; he, the Paymaster, will also issue an advice note to the soldier, which will be presented for payment to the Chief Paymaster, A.I.F.; 130, Horseferry Road, London, unless the soldier is not proceeding to London, in which case the advance will be made by the Paymaster in France.

(d) A Commanding Officer is not to recommend applications for approval when—

1. The soldier has, for a period of three months or longer, been on a net drawing rate of 2s. per diem or upwards.
2. The soldier, although on a small net rate, has an allotment to a bank or person who is not dependent upon him.
3. The soldier, through his own misconduct, has not the necessary funds.
4. The soldier has had leave within the preceding 12 months.

(e) An advance so made will be clearly entered by Paymaster as such in the soldier's Pay Book, also an entry placing him on a reduced drawing rate until the advance is liquidated will be made therein.

(f) Commanding Officers are to clearly understand that this Order does not authorise them to make advances to men under any circumstances, and that it only applies to men proceeding on furlough from France and Egypt.

(A.I.F. Order 696 of 12.6.17 as amended by A.I.F. Order 942 of 9.11.17 and 1061 of 11.1.18.)

In any case men on leave from France reporting as being without funds may be paid the sum of 6s. daily until the end of their furlough.
RATES OF PAY.

...
(b) Men Evacuated Sick or Wounded from France to Hospitals in United Kingdom and subsequently granted Sick Leave.

A.I.F. Order No. 1122, dated 22.2.18, reads as follows:—

Furlough Advances to Men without Funds.

With reference to A.I.F. Order No. 696, dated 12th June, 1917, as amended by A.I.F. Orders Nos. 942 and 1061, it has been decided that the provisions of these orders shall apply also to men who are evacuated sick or wounded from France to hospitals in the United Kingdom, and who are subsequently granted “sick leave” or “sick furlough,” either upon discharge from hospital, or, later, from Command Depôts in the United Kingdom; except in so far that:

(a) The maximum amount of the advance in the case of such men shall be four pounds (£4).

(b) The amount of the advance shall be assessed and paid by the Chief Paymaster, A.I.F., London, or by the Paymaster of the Command Depot from which the soldier is granted “Sick furlough,” as the case may be.

(Authority: D.A.G., A.I.F., 26/349 of 18.2.18.)

6.—FURLOUGH PAY—TRAINING DEPÔTS IN UNITED KINGDOM.

Continuous Imprests are held in each Training Centre for payment of men proceeding on furlough. If no continuous Imprest is held in a Camp, at least forty-eight hours’ notice must be given to the nearest Paymaster, who will make the necessary arrangements for the payment of the furlough pay before leaving the Training Depot. Provided there is the necessary credit in the Pay Book, N.C.O.’s and men will be allowed to draw the following amounts:—

Men .. .. . . £1 0s. 0d. per day for 4 days’ leave.
N.C.O.’s .. . . £1 5s. 0d.

Furlough pay for men on leave from Training Depôts cannot be obtained in London.

It has been found that where men have been granted leave from Training Depôts and have not had sufficient credit to enable them to draw any furlough pay whilst on leave, trouble has been caused through their borrowing money from friends, etc., and reporting to their Units without settling up. Directions have therefore been given that leave is not to be granted to N.C.O.’s and men from Training Depôts who have not sufficient credit in their Pay Books. All ranks should be advised to allow a small amount to accumulate to be available for furlough pay.
RATES OF PAY.

All reinforce leave, and who is 6d. per day Leave Advance to 6d. a day in

Convalescent are granted for N.C.O.'s and in Men
N.C.O.
7.—PAY—DISEMBARKATION LEAVE.

All reinforcements from Australia, when going on disembarkation leave, and whose active drawing rate in their Pay Books does not exceed 1s. 6d. per day, may be allowed to overdraw up to £3 "Disembarkation Leave Advance," provided they agree to a reduction of their drawing rate to 6d. a day till the overdraft is paid off.

(A.I.F. Depôts in U.K. Order 1274 of 9.8.17.)

8.—FURLOUGH PAY—CONVALESCENTS.

Convalescents may obtain furlough pay from the Depot at which they are granted leave. Provided there is sufficient credit in the Pay Book, N.C.O.'s and men will be allowed to draw the following amounts:—

- Men ... ... £1 10s. per diem. Maximum £21.
- N.C.O.'s ... ... £2 0s. ... ... £28.
ALLOWANCES.

9.—SICK LEAVE ALLOWANCE IN LIEU OF RATIONS AND QUARTERS.

(a) On and after 8th June, 1917, any member of the A.I.F. who, on discharge from hospital, is granted "Sick Leave," on the recommendation of the D.M.S., A.I.F., or of a Medical Officer duly authorised by him, will, when rations and quarters, or allowance in lieu thereof, are not provided, be entitled to draw an allowance of four shillings (4s.) per diem for the period of such Sick Leave.

(b) Payment of this allowance will be made at the Chief Pay Office, Administrative Headquarters, A.I.F., London, upon presentation in person of "Sick Leave" passes issued on the recommendation of the D.M.S., A.I.F., or of an officer specifically authorised by him in this respect.

(c) In cases where personal application for the allowance cannot be made, a written application will be forwarded through the officer granting the Sick Leave—to the D.M.S., A.I.F., who will certify as to the correctness of the claim and forward it to the Chief Paymaster for payment.

(d) The allowance above referred to will not be paid in respect of ordinary "furlough" granted on discharge from hospital.

(e) Members of the A.I.F. granted Sick Leave and allowance under the provisions of this order will not be entitled to free railway warrants, but the usual concession warrants, allowing members to travel at reduced rates, may be obtained upon application.

(A.I.F. Order 895 of 20.11.17.)
ALLOWANCES.

10.—SCALE OF

Rank:

General Officers
Brig.-General
Colonel
Lieut.-Colonel
Major
Captain
Lieutenant
2nd Lieutenant
Warrant Officer
Non-commissioned
(excepting Lance-Corporals)
Drivers
Mechanics
Privates, &c.
A.A.N.S.
Matron-in-Chief
Other ranks

* The special
Financial Regulations
for which travelling

2. In the case
the above scale were
provided for their rank

3. In cases where
under the provisions
whilst travelling,
where the stay
only will be payable
(Authority: Defence

All claims for a
claimant as follows:
"I certify
I could not

## 10. SCALE OF TRAVELLING ALLOWANCES AS APPROVED BY DEFENCE DEPARTMENT

<table>
<thead>
<tr>
<th>Rank</th>
<th>Rate per diem. First two weeks</th>
<th>Rate per week. Subsequent period</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Officers (including Brig.-General)</td>
<td>s. d.</td>
<td>£ s. d.</td>
</tr>
<tr>
<td>Colonel</td>
<td>15 0</td>
<td>2 10 0</td>
</tr>
<tr>
<td>Lieut.-Colonel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>12 6</td>
<td>2 10 0</td>
</tr>
<tr>
<td>Captain</td>
<td>11 0</td>
<td>1 10 0</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>10 0</td>
<td>1 10 0</td>
</tr>
<tr>
<td>2nd Lieutenant</td>
<td>8 0</td>
<td>1 10 0</td>
</tr>
<tr>
<td>Warrant Officer</td>
<td>6 6</td>
<td>1 10 0</td>
</tr>
<tr>
<td>Non-commissioned Officers (excepting Lance-Corporals)</td>
<td>6 6*</td>
<td>1 10 0</td>
</tr>
<tr>
<td>Lance-Corporals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.A.N.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matron-in-Chief</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other ranks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The special allowance of 10s. per diem payable as provided in War Financial Regulation 18, shall cease during any period in excess of 7 days for which travelling allowance is payable.

2. In the case of officers the rates of travelling allowances set out in the above scale will be payable in addition to the Field allowance provided for their respective ranks.

3. In cases where a person who is entitled to Travelling allowance under the provisions of Para. 1 hereof is located at more than one place whilst travelling, and to stay at any one place does not exceed fourteen days, the per diem rate provided in the above scale will be payable; but where the stay at any one place exceeds fourteen days the weekly rate only will be payable as on and from the fifteenth day.

(Authority: Defence Cablegram WV734 of 8.2.1918; D.A.G., A.I.F., 11/59 of 15.2.18.)

All claims for full travelling allowance must bear a certificate by the claimant as follows:

"I certify that Government quarters and rations were not and could not be supplied during the period claimed."
11. Allowance for

When a journey
the member proceeds
shall be allowed
not exceed the following:

Officers ...
W.O.'s, Sgts. and N.C.
higher rank
Corporals and lower...

The morning meal
The evening meal
All claims to be

I certify
 supplied during...

12. Conducting Ours

Officers.—In
1211 of 22.2.18, in
who are rationed
Allowance, do not
and France. These
full period of their
at Havre, where

N.C.O.'s who
thence will be
departure from base
return journey is

All claims are
endorsed by the
Depots in U.K.

13.—Travelling Allow

Approval has been
allowance scale.

14.—Officers and other

Approval has been
(a) Schools of
quarters.
11.—Allowance for Meals.

When a journey is commenced and completed on the same day and the member proceeds to a place not less than 16 miles from his station, he shall be allowed necessary expenses for meals only, which must not exceed the following rates:

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>S.</th>
<th>D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Meal</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Mid-day Meal</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Evening Meal</td>
<td>2</td>
<td>6</td>
</tr>
</tbody>
</table>

Officers                  | 2   | 6  | 2   | 6  |
W.O.'s, Sgts. and N.C.O.'s of higher rank | 2   | 6  | 2   | 6  |
Corporals and lower ranks | 1   | 6  | 1   | 6  |

The morning meal shall only be granted if leaving before 6.30 a.m.
The evening meal if returning after 7 p.m.

All claims to bear certificate by Claimant as follows:

"I certify that Government rations were not and could not be supplied during the period claimed for."

12.—Conducting Officers, N.C.O.'s, and Men.

OFFICERS.—It has been ruled that the provisions of A.I.F. Order 1121 of 22.2.18, in so far as members of the A.I.F. travelling with troops who are rationed, are precluded from drawing the authorised Travelling Allowance, do not apply to Officers conducting troops between the U.K. and France. These Officers are entitled to Travelling Allowance for the full period of their absence except in the case of any period of detention at Havre, where rations and quarters are always available.

N.C.O.'s and MEN will carry rations as carried by the Draft, and therefore will be entitled to travelling allowance only from the time of departure from Base on the return journey, provided, of course, such return journey is completed within reasonable time.

All claims for travelling expenses on conducting duty must be endorsed by the D.A.D.R.T. and countersigned by the A.Q.M.G., A.I.F. Depots in U.K.

13.—Travelling Allowance when Quarters are available but not Rations.

Approval has been given for the deduction of one-fourth of the travelling allowance scale rate as value of the tentage or quarters provided.

14.—Officers and other Ranks attending Schools of Instruction in the U.K.

Approval has been given for the payment of allowances as under:

(a) Schools of Instruction up to 14 days' duration where rations and quarters were not and could not be provided.
ALLOWANCES:

Travelling shall be allowed period of age school to the

(b) Schools of or 
and could be

1. Travelling up to the time

2. Travelling school. One of the relative

3. Travelling the school for

(c) At School able the for following or

1. When at

2. When in lieu of may be made
Travelling allowance of relative ranks, as set out in 10. para. 1, shall be allowed up to the time of reporting to the school, during the period of attendance at the school, and from the time of leaving the school to the return to the unit.

(b) Schools of over 14 days' duration where rations and quarters were not and could not be supplied.

1. Travelling allowance as set out in 10. para. 1 to be allowed up to the time of reporting to the school.

2. Travelling allowance to be paid during the first 14 days at the school. On and from the 15th day the daily subsistence allowance of the relative rank will be paid.

3. Travelling allowance will be allowed from the time of leaving the school until arrival at unit.

(c) At Schools of Instruction where either rations or quarters are available the travelling allowance scale is not to be applied but the following rates:

1. When rations are provided but not quarters, the allowance in lieu of quarters shall be the subsistence allowance of the relative rank less the ruling commuted ration allowance.

Subsistence allowance is as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers</td>
<td>5s. 0d. per diem</td>
</tr>
<tr>
<td>Warrant Officers</td>
<td>4s. 6d.</td>
</tr>
<tr>
<td>Staff Sergeants and other ranks</td>
<td>4s. 0d.</td>
</tr>
</tbody>
</table>

2. When quarters are provided but not rations, an allowance in lieu of rations at the ruling commuted value of the ration will be made.
ALLOWANCES.

3. A certificate for Training Depot, to fix the claim, the certificate of instruction and whether

15.—Hiring of Taxis, Cars.

Claims for expenditure be accepted unless the Chief the hiring and that during the time the expenditure was incurred will in any case be allowable of 5s. and upwards unless a travelling allowance is made in any and incidentals. When such particulars are sufficient to disclose was available, such as the certificate on the face of it in execution of the Claim.

Claims must be signed by the hiring. The claims shall be useless if not executed within 60 days of the execution of the Claim.

It is to be clearly stated in relation to motor-cars:

16.—TRAVEL.

Claims rendered for travel shall be passed through the hands of A.D. to the following points before for settlement:

(a) That the claim is Claimant’s Subsidy, sub-para. “Travelling” and “Subsidiary” rank.

(b) That the hours are shown, and also the stations visited at.
3. A certificate from the C.O. of School of Instruction or Training Depot, to be obtained by the Claimant to support the claim, the certificate to state the period of the course of Instruction and whether rations or quarters or both were provided.

15.—Hiring of Taxis, Cabs, etc.

Claims for expenditure on taxis, cabs, trams and porterage will not be accepted unless the Chief Paymaster is satisfied of the necessity for the hiring and that Government transport was not available at the time the expenditure was incurred. Only the legal fare or payment will in any case be allowed, and receipts for expenditure of any claim of 5s. and upwards must be furnished. In ordinary circumstances, travelling allowance is intended to cover expenditure on taxis, trams and incidentals. When such items are included on a claim, full particulars sufficient to disclose whether any other mode of transport was available, such as tubes, buses, or trams, should be given. A certificate on the face of the claim that the expenditure was necessary in the execution of the Claimant's duty must be duly signed.

Claims must be signed by the Officer authorising the duty involving the hiring. The claims should be further certified to by the O/C. of the nearest depot for A.I.F. Transport to the effect that no Government means of transport were available.

It is to be clearly understood that rank does not carry any privileges in relation to motor-car or cab hire.

16.—TRAVELLING ALLOWANCE—GENERAL.

Claims rendered for travelling allowance, etc., whilst on duty will pass through the hands of the Pay Sergeant, who will satisfy himself as to the following points before the claim is submitted to the Paymaster for settlement:

(a) That the claim is rendered at the correct allowance rate of Claimant's Substantive Rank. For the purpose of this sub-para, "Temporary" rank will be deemed to be "Substantive" rank temporarily held.

(b) That the hours of departure from, and return to, Camp are shown, and also that times of arrival at, and departure from, stations visited en route are stated.
ALLOWANCES.

(c) That the
(d) That full
(e) That all the
Officer?

(f) Claims for
Governor
modation
stone,

If any places,
from an
Officer, if
were not

17.—FIELD

A.I.F. Order:
1. "On a
not in the
higher rank
authorised
hereunder
provided:

(i) The
(ii) New

On and it
will be paid
and that the
The extra
Chief Paym
(c) That the claim is correctly calculated.
(d) That full particulars are shown as to the nature of the duty.
(e) That all necessary certificates are completed by the Commanding Officer authorising the expense, and by Claimant.
(f) Claims for travelling allowance will not be admitted when Government rations and quarters can be supplied. Accommodation is available at such places as Southampton, Folkestone, Havre, Boulogne, and Calais.

If at any time accommodation is not available at the above places, or any other camp, a certificate must be obtained from the Embarkation Staff Officer or other competent Officer, to the effect that "Government rations and quarters were not and could not be provided."

17.—FIELD ALLOWANCE—HEADQUARTERS STAFFS.

A.I.F. Order No. 720 of 26.6.17 provides:

1. "On and from 25th October, 1916, Officers whose rank does not in the ordinary course entitle them to field allowance at a higher rate than 3s. 6d. per diem, but who are employed in authorised appointments on any of the Headquarters specified hereunder, will receive field allowance at the rate of 5s. per diem, provided they are living in messes.

(i.) Brigade Headquarters and Headquarters of higher formations.
(ii.) Administrative Headquarters, A.I.F.
(iii.) Headquarters of A.I.F. Depots in United Kingdom.
(iv.) Headquarters of Groups of Training Battalions.
(v.) Headquarters of Command Depots.

NOTE: The Headquarters of an Artillery Brigade does not constitute a Brigade Headquarters within the meaning of Para. (a) sub-para. 1 of this Order.

On and after 1st July, 1917, the pay accounts of such Officers will be credited with field allowance at the rate of 3s. 6d. per diem, and their Pay Books amended in accordance therewith, if necessary. The extra amount of 1s. 6d. per diem will be claimed upon the Chief Paymaster or his representatives as under."
ALLOWANCES.

(i.) Division Corps
(ii.) Chief
(iii.) (iv.) A.I.F

2. Under to be employed quarters if the establishment position on site.

18.—Rulings by the

(a) The D.A.G. extra Field Allowance (D.A.G., 11/46), and Orders under head: Field Allowance: (Authority: D.A.G.,)

(b) Brigade Sign under A.I.F. Orders Signal Company, and inclusion in addition quarters of a Brigade: Ordemabove stated

(c) Veterinary: Divisions in War, not to be regarded purposes of A.I.F. Allowance (Authority:

(d) No payment period during whichs

19.—Additional Field

On and from to be payable through Chief Paymaster under field rank or
(i.) Divisional Paymasters or Paymaster, attached Australian Corps Headquarters.

(ii.) Chief Paymaster, A.I.F.

(iii.) (iv.) and (v.) Staff Paymaster, A.I.F. Headquarters, A.I.F. Depots in U.K.

2. Under the terms of this Order, Officers shall be held to be employed in authorised appointments on the various Headquarters if they hold appointments provided for in the authorised establishments, or are appointed in A.I.F. Lists to fill any other position on such Headquarters, or are seconded for Staff training."

18. -Rulings by the D.A.G., A.I.F.

(a) The D.A.G., A.I.F., has ruled that a D.T.M.O. is entitled to the extra Field Allowance of 1s. 6d. p.d. under A.I.F. Order 720 (Authority: D.A.G., 11/46), and that a Traffic Control Officer if shown in A.I.F. Orders under heading "Headquarters, Division," is entitled to the Field Allowance; if not so shown he is not entitled to the Field Allowance (Authority: D.A.G., 11/46, 23.8.17.)

(b) Brigade Signal Officers are not entitled to Extra Field Allowance under A.I.F. Order 720. These Officers definitely belong to the Divisional Signal Company, and are shown on the establishment of such. Their inclusion in addition, in italics, in the published establishment of Headquarters of a Brigade does not bring them within the scope of the A.I.F. Order above quoted (Authority: D.A.G., 11/46, 18.7.17.)

(c) Veterinary Officers and Chaplains shown on Headquarters of Divisions in War Establishments are posted to Units for duty, and are not to be regarded as belonging to the Headquarters of Division for purposes of A.I.F. Order 720, and are not entitled to the Extra Field Allowance (Authority: D.A.G., 11/46, 11.7.17).

(d) No payment of Additional Field Allowance will be made for any period during which subsistence allowance is paid.


On and from 1.8.1917 the above allowance of 1s. 6d. per diem will not be payable through the Pay Book, but will be claimed monthly on the Chief Paymaster or his representatives in the manner provided for officers under field rank on Headquarters Staffs in A.I.F. Order No. 720 of 26.6.17.
ALLOWANCES.

Officers appointed as Officers in the Indian Army, and serving there on pay or allowances, will continue to receive their allowances as at present, subject to the provisions of Order 737 of 6.7.17, with the following modifications:

(a) Chaplains appointed by the Imperial Government, and serving on pay, will continue to receive the allowance of £1 per month.

(b) Allowances which have been increased or adjusted as from original dates, will continue to be increased or adjusted as from those dates, except that such increases or adjustments shall be made in accordance with the provisions of Order 737 of 6.7.17.

(c) The date of appointment of the officer to the pay of the Imperial Government, and the date of appointment of the officer to the pay of a pay scale, will be the date on which the officer was appointed to the pay of the Imperial Government, or the pay scale, respectively.

(d) Chaplains appointed by the Imperial Government, and serving on pay, will continue to receive the allowance of £1 per month, except that such allowances shall be increased as from the date of appointment of the officer to the pay of the Imperial Government, or the pay scale, respectively.

(e) During the period of service of the officer, the rates of pay and allowances of the officer shall be as prescribed in the regulations for the time being in force.

(f) In the case of officers who do not return to the Imperial Government, and who are appointed to the pay of a pay scale, the rates of pay and allowances of the officer shall be as prescribed in the regulations for the time being in force.

Note.—Officers detailed to Additional Field Allowances.

20.—PAY AND ALLOWANCES.

(a) Chaplains appointed by the Imperial Government, and serving on pay, will continue to receive the allowance of £1 per month.

(b) Allowances which have been increased or adjusted as from original dates, will continue to be increased or adjusted as from those dates, except that such increases or adjustments shall be made in accordance with the provisions of Order 737 of 6.7.17.

(c) The date of appointment of the officer to the pay of the Imperial Government, and the date of appointment of the officer to the pay scale, will be the date on which the officer was appointed to the pay of the Imperial Government, or the pay scale, respectively.

(d) Chaplains appointed by the Imperial Government, and serving on pay, will continue to receive the allowance of £1 per month, except that such allowances shall be increased as from the date of appointment of the officer to the pay of the Imperial Government, or the pay scale, respectively.

(e) During the period of service of the officer, the rates of pay and allowances of the officer shall be as prescribed in the regulations for the time being in force.

(f) In the case of officers who do not return to the Imperial Government, and who are appointed to the pay of a pay scale, the rates of pay and allowances of the officer shall be as prescribed in the regulations for the time being in force.
Officers appointed as Assistant Adjutants under provisions of A.I.F. Order 737 of 6.7.17, will not be entitled to the additional allowance. (A.I.F. Order No. 781, 31.7.17. Authority: D.A.G., A.I.F., 11/48 of 25.7.17.)

Note.—Officers detailed as Adjutants on troopships are not entitled to Additional Field Allowance. (Defence, 407/4/24, 23.11.17.)

20.—PAY AND ALLOWANCES FOR CHAPLAINS.

(a) Chaplains appointed to the Australian Imperial Force shall receive the pay granted to the combatant rank of Captain in the Australian Imperial Force, irrespective of classification, but they will receive Field Allowance in accordance with their relative rank.

(b) Allowances which have been paid other than as above will be adjusted as from original date of appointment.

(c) The date of application of the above new rate of pay is 15th December, 1914, except that in the case of those abroad on that date, such new rates to take effect on and from the 1st March, 1915.

(d) Chaplains appointed for the voyage only will receive the pay and allowances as for Chaplains of the 4th Class until arrival at the first port at which the troops disembark, from which date their pay will cease. They will be granted a return saloon passage and will continue to draw the field allowance until their disembarkation in Australia.

(e) Provided that Chaplains appointed for the voyage only who return to Australia on a transport will draw full pay from date of departure from Australia till date of return.

(f) During the period of their stay in Egypt, such Chaplains referred to in the foregoing paragraph will be available for duty there.

(Orders for the A.I.F., Para. 126, and M.O. 102 of 7.3.16.)

(g) In the case of those Chaplains appointed for the voyage only who do not return to Australia immediately on disembarkation from the troopships, but proceed to and return from England at their own expense between the port of disembarkation and England, the field allowance will cease from the date of disembarkation in Egypt until the date of leaving Egypt on return to Australia, from which date the allowance will again be paid until date of disembarkation in Australia.
21.—COMPENSATION

Replacement of articles of issue, will be made by the charge against Australia.

(a) When there is a change in the issue.

(b) When it is necessary to ensure that the Commander employed is certified.

In the case of Officers Divisional, the certifying officer.

(Vide A.I.F.)

22.—OFFICERS

In case of promotion.

The Outfit Allowance Officers' Pay Ledger Account appearing in A.I.F. On appointment, the Pay Servant Pay Book, quoting there Divisional Paymaster.

Officers whose appointments appear in the List prior to No. 198 of the allowance will claim for it forwarded to the Chief Officer entries must not be made that the claims have been made.)
21.—COMPENSATION TO OFFICERS FOR LOSS OF KIT AT ON
ACTIVE SERVICE.

Replacement of articles of kit which are not ordinarily an Ordnance
Issue, will be made by special purchases by Ordnance Department as
a charge against Australian Funds:

(a) When there is conclusive evidence of the loss.

(b) When it is certified by the Divisional (or equivalent)
Commander that for the duties upon which the Officer is
employed replacement is necessary.

In the case of Officers of the A.A.M.C. other than those attached to
Divisions, the certifying Officer will be the D.M.S., A.I.F.

(Vide A.I.F. Order 100 of 24.6.16.)

22.—OFFICERS' £15 OUTFIT ALLOWANCE.

In case of promotion to commissioned rank subsequent to embarka-
tion.

The Outfit Allowance of £15 is automatically credited to
Officers' Pay Ledger Accounts on their promotion to Commissioned rank
appearing in A.I.F. Orders. Immediately on being notified of an
appointment, the Pay Sergeant will make the credit entry in the Officer's
Pay Book, quoting therein the A.I.F. List Number, and notifying the
Divisional Paymaster of his action, stating the Pay Book Number.

Officers whose appointments to Commissioned rank appear in any
List prior to No. 198 of 3rd July, 1917, who have not drawn their first
allowance will claim for it on Claim No. 9 (Contingencies), which will be
forwarded to the Chief Pay Office for approval. In these cases, credit
entries must not be made in the Pay Books until advice are received
that the claims have been allowed. (Vide A.I.F. Order No. 761 of
17.7.17.)
28.—OFFICERS’ ANNUAL £5 KIT ALLOWANCE.

The articles of uniform, kit, and necessaries authorised in Australian Imperial Force Order No. 48 (i) for free issue to Officers, which become unserviceable or are lost on active service, may be replaced by free issues from Ordnance Store stocks. No monetary compensation will be paid in respect of clothing or equipment obtained in lieu of Ordnance issue; but Officers who on or after the 29th August, 1916, complete 12 months’ service abroad as Officers of the A.I.F. may receive a grant of five pounds (£5) towards the expense of maintaining their equipment and clothing.

(A.I.F. Order 974. 20th November, 1917.)

Annual Kit Allowance for Officers.

(a) In pursuance of a recent addition to War Financial Instructions it is notified that the annual kit allowance of £5 provided for payment to Officers will only accrue in respect of service abroad.

(b) For the purpose of calculating the allowance referred to, "service abroad" shall be deemed to commence from the date of embarkation from Australia, or from the date of first appointment to commissioned rank—if promoted subsequent to embarkation—and to terminate on the date of return to Australia, or if the appointment is terminated abroad, from the date of such termination.

(c) When an Officer who returns to Australia for change, and not for termination of his appointment, is due for the allowance in respect of 12 months’ service abroad, such allowance will be credited in his Pay Book, but where less than 12 months’ service has been performed an entry will be made on the statement of his account, to be forwarded to the Chief Paymaster on his re-embarkation for service abroad, showing the period of previous service for which the allowance is due.

(d) The foregoing provisions will have effect from 29th August, 1916, and the pay ledger accounts of officers affected thereby will be adjusted accordingly. (Authority: Defence Fin. Circular No. 84 of 26.6.17.—W.F.‘s Instructions Serial No. 27.)

(See also A.I.F. Orders Nos. 341, 358, 462, 588, and 799, dated 21.10.16, 7.11.16, 17.1.17, 17.4.17, and 10.8.17 respectively.)
On completion of each year's service abroad as a Commissioned Officer, Officers' Pay Ledger accounts will be automatically credited by the Chief Paymaster with the sum of £5, and the Divisional Paymasters and their representatives are authorised to make the credit entries in the Officers' Pay Book. Pay Sergeants will render a monthly return to Divisional Paymasters showing entry so made, stating Pay Book Number, Rank, Number, Name, Initials, and date of embarkation or first appointment as the case may be.

The foregoing is the full compensation to which Officers are entitled through loss or damage to clothing, kit, and necessaries, camp or personal equipment, etc., on active service.

24.—TRAVELLING EXPENSES—RATION ALLOWANCE, ETC.—
METHOD OF CLAIMING.

All other claims, such as travelling expenses, ration allowance, etc., will be claimed for on the usual form which will be submitted to Divisional or Base Paymasters or to the Chief Pay Office, as the case may be, for approval, and advice of such approval will be notified by the Chief Pay Office to the Paymaster, who will take steps to credit the sum involved in the member's Pay Book, or to pay same in cash as may be desired.
EXTRA DUTY PAY.

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25.--EXTRA DUTY PAY.

(a) Appointments and Reversions, Etc.

1. The authority for the appointment of soldiers to act as N.C.O.'s with reinforcements is contained in War Financial Regulations, Part III., and in A.I.F. Order by the G.O.C., A.I.F., No. 191, dated 29.7.16.

2. Soldiers who act as N.C.O.'s with reinforcements on the voyage from Australia are designated "Voyage Only" N.C.O.'s (e.g., "V.O." Serjeant, or "V.O." Corporal, as the case may be), and automatically revert to their permanent grades upon arrival at the Training Unit, or on their services as N.C.O.'s being no longer required, whichever earlier. The entries on the special E.D.P. nominal rolls certified by District Paymasters will be taken as sufficient authority for appointments from date of embarkation. In the case of appointments and reversions during the period of voyage from Australia, however, full particulars thereof must be shown in Ships' Orders and on Army Form B.213 for promulgation in Part II. Orders by the Records Section at the Administrative Headquarters, A.I.F.

3. E.D.P. forms V.O.1 and V.O.1a, hereinafter described, will be prepared as far as possible by the O.C. Reinforcements or the Ship's Adjutant prior to disembarkation and handed to the C.O. or Pay Serjeant of the Training Unit to which the draft is allocated immediately upon arrival in camp, where the forms will be completed as to date of reversion and remaining particulars.

4. E.D.P. form V.O.2 (Allotted E.D.P. form) will then be prepared, care being taken to ensure that the particulars shown thereon are identical with those shown on V.O.1 or V.O.1a form, as the case may be.

5. At the same time, A.I.F. B.213, showing reversion and appointment of "V.O." N.C.O.'s during the period of voyage and reversion of "V.O." N.C.O.'s on marching in to the Training Unit, will be prepared, and a copy thereof together with the completed E.D.P. forms V.O.1 or V.O.1a (as the case may be) and V.O.2 submitted to the Paymaster, Headquarters, A.I.F. Depots in U.K., who will arrange for the checking thereof and submission to the Chief Paymaster.

6. E.D.P. form V.O.3 (acquittance roll for payment of unallotted amounts) will be prepared in conjunction with the records previously referred to. It is essential that the complete records in respect of the period of voyage be dealt with simultaneously in order that no discrepancy may subsequently be revealed, and that special care be exercised with a view to preventing irregular payments consequent upon excessive rates or appointments made over strength.
7. Soldiers who act as N.C.O.'s in Reinforcement Camps (i.e., Training Units and Base Depots) are appointed by the O.C. Training Camp, are designated "E.D.P./N.C.O.'s," and revert to their substantive ranks upon marching out from the camp in which they were appointed, or upon their services as E.D.P./N.C.O.'s being no longer required, whichever earlier, also upon evacuation to hospital. All appointments and reversions must appear in Routine Orders and be shown on A.F. B.213, which will be submitted in the ordinary course to the Officer i/c Records for promulgation in Daily Orders, Part II. Pay Sergeants must ensure that they obtain accurate details of appointments to and reversions from E.D.P. rank shown on the A.F.'s B.213 submitted to the Records Section, and that a complete and permanent record of such appointments and reversions is kept; also that no extra duty pay is authorised for any period in respect of which particulars have not been included on the A.F. B.213. Particular attention must be paid to this instruction, in order that no discrepancy between the respective records of the Finance Section and Records Section may occur.

8. On all forms and orders soldiers appointed to voyage only rank must be referred to as "V.O. Cpl." or "V.O. Sgt.", and those subsequently appointed to extra duty pay rank as "E.D.P. Cpl." or "E.D.P. Sgt." The term "Acting" is now applied only to soldiers holding merely acting rank without extra pay.

9. E.D.P., N.C.O.'s attending Schools of Instruction for N.C.O.'s will retain their E.D.P. ranks and the pay attached to same during their absence at the School, and the vacancies thus caused shall be reserved for such E.D.P. N.C.O.'s and no other appointments shall be made to fill such vacancies.

10. "V.O." and "E.D.P." appointments can be made only in the ranks of Sergeant and Corporal, except as provided in Para. 28, War Financial Regulations, Part III., previously referred to. E.D.P. rank can only be held in the command in which it is granted, and cannot be held or granted in "parent" units.

11. Where "V.O." and "E.D.P." N.C.O.'s are appointed, the proportions of one Sergeant to every complete 30, and one Corporal to every complete 20 of the total "strength of detail" of the draft, Training Unit, or Depot, as the case may be, must never be exceeded.
EXTRA DUTY PAY.

12. For the event of a Camp, every sub-Unit or Depot, in the event of N.C.O. or the N.C.O.'s permanent Headquart

13. C.O.'s of N.C.O.'s to a sufficient R.D.P. daily average or nightly basis, be able must always be, say, two periods, provided two days before.

14. "Strenghen transport, meet Officers and any Ship's Sergeant Training Unit, Training Unit to be in the authorities and Officers.

(b) Pay, Etc.

1. The rate in Para. capacity of " Ordinary " or " V.O. " or " F. Sgts. A soldier substantive rate of pay is higher of the difference the rate author he is acting as.

(e.g.) A receive extra (substantially)
12. For the purpose of determining these proportions in a Training Camp, every substantive, temporary, or E.D.P. N.C.O. in the Training Unit or Depot, including Bombardiers, and the C.S.M.'s and C.Q.M.S.'s, and other N.C.O.'s of the permanent cadre, but with the exception of the N.C.O.'s provided for in the authorised establishment of the permanent Headquarters Staff, must be counted either as a Sergeant or a Corporal.

13. C.O.'s are personally responsible that the authorised proportions of N.C.O.'s to the total strength of detail are not exceeded, and that sufficient E.D.P. N.C.O.'s are reverted from time to time to keep the daily average within such proportions. This may be worked on a fortnightly basis, between pay days, but the daily average of N.C.O.'s allowable must always be preserved—i.e., it is permissible for a Training Unit to be, say, two Corporals over strength for two days of the fortnightly periods, provided that it is similarly two Corporals under strength on any two days before the expiry of such fortnightly period.

14. "Strength of detail," as regards a draft of reinforcements on a transport, means the total strength of the draft with the exception of Officers and any soldiers who may be appointed in the capacity of Ship's Sergeant-Major or Ship's Quartermaster-Sergeant; and, in a Training Unit or Depot, this phrase means the Total strength of such Training Unit or Depot with the exception of the personnel provided for in the authorised establishment of the permanent Headquarters Staff and Officers.

(b) Pay, Etc.

1. The rate of extra duty pay provided in the authorities referred to in Para. 1 hereof for payment to Privates who are acting in the capacity of "V.O." or "E.D.P." N.C.O.'s and whose total rate of "Ordinary" pay does not exceed 6s. per diem, is 4s. per diem for "V.O." or "E.D.P." Cpl., and 4s. 6d. per diem for "V.O." or "E.D.P." Sgts. A soldier appointed as a "V.O." or "E.D.P." N.C.O., whose substantive rank is above that of Private, or whose total rate of ordinary pay is higher than 6s. per diem may receive extra duty pay at the rate of the difference between that provided for his substantive rank, and the rate authorised for the substantive rank equivalent to that in which he is acting as a "V.O." or "E.D.P." N.C.O.

(e.g.) A Driver who is appointed as a "V.O." Corporal would receive extra duty pay at the rate of 3s. per diem; a Bombardier (substantive) who is appointed as an "E.D.P." Sg. would be entitled
EXTRA DUTY PAY.

2. "Ex" extra duty payable to subject to credited to.

3. Their "E.D.P." any undriven subject to alternative pay account.

4. The "E.D.P." debited to N.C.O.'s payment with the paid in ex for the pay.

5. With N.C.O.'s account allowance allowance. Australian appointed made to in order to amounts.

6. Pay extra duty any attempt remain on soldier but.

7. And no o
to E.D.P. at the rate of 1s. 6d. per diem; a soldier holding the substantive rank of Corporal who is appointed an "E.D.P." Sg.t would receive E.D.P. at the rate of 6d. per diem.

2. "V.O." N.C.O.'s with dependants must allot a portion of their extra duty pay sufficient to cover the amount of separation allowance payable to such dependants. The balance of E.D.P. may be drawn, subject to the provisions of A.I.F. Order No. 154 of 11.6.16, or may be credited to the ordinary pay accounts of the soldiers.

3. "E.D.P." N.C.O.'s will not be permitted to make allotments of their E.D.P., but they may upon ceasing to act in that capacity remit any undrawn balance to Australia, or to bona-fide dependants in England, subject to the provisions of A.I.F. Order No. 281 of 20.9.16; or in the alternative may have such undrawn balances credited to their ordinary pay accounts.

4. The amount of separation allowance paid to the dependants of "E.D.P." N.C.O.'s for the period they are receiving E.D.P. will be debited to their ordinary pay accounts, and in a similar manner "V.O." N.C.O.'s who fail to allot a sufficient portion of their E.D.P. to cover payment of separation allowance to their dependants, will be debited with the amount of such separation allowance or any portion thereof paid in excess of any amount of E.D.P. which they may have allotted for the period during which they act as "V.O." or "E.D.P." N.C.O.'s.

5. When payment is being made to the "V.O." and "E.D.P." N.C.O.'s, attention should be drawn to the provisions of the preceding paragraph, and a sufficient amount left undrawn to cover separation allowance. Action is now being taken to have particulars of separation allowance inserted on page 16 of Pay Books of soldiers embarking from Australia. Where this information is not shown in the case of soldiers appointed to E.D.P. rank, application for the information should be made to the Chief Pay Office immediately appointments are made, in order that Pay Sergeants may be in a position to deduct the correct amounts from E.D.P. accruing.

6. Payments made to "V.O." or "E.D.P." N.C.O.'s on account of extra duty pay must not be entered in the soldier's Pay Book, nor shall any alteration be made therein as to the rate of pay which must always remain and be shown as that pertaining to the substantive rank of the soldier only.

7. Special forms are provided for the payment of extra duty pay, and no others are to be used.
EXTRA DUTY PAY.

8. The O.S. must certify that before it is for.

9. The rest.

10. No pay.

Pay Office, exed

(c) "E.D.P."

1. The spec.
are as under:

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N.C.O.
8. The O.C. draft of Reinforcements or the C.O. Training Unit must certify to every claim for allotted or unallotted extra duty pay before it is forwarded or paid.

9. The responsibility for paying or authorising the payment of extra duty pay rests with the O.C. or C.O., as the case may be.

10. No payments in respect of E.D.P. will be made at the Chief Pay Office, except in very special circumstances.

(c) "E.D.P." Forms.

1. The special forms to be used in connection with extra duty pay are as under:

   For "Voyage Only" N.C.O.'s:

   E.D.P. Form V.O. 1 (with accompanying instructions).  
   "   " V.O. 1A   do.   do.   do.  
   "   " V.O. 2  
   "   " V.O. 3  

   For "E.D.P." N.C.O.'s:

   E.D.P. Form A.   (with accompanying instructions).  
   "   " B.  
   "   " C.  
   "   " D.   (with accompanying instructions).


   It is important that action on these forms as mentioned above be taken within seven days of the arrival in camp of the Reinforcements to which they refer.


   It is essential that this form be completed and dealt with as indicated above immediately upon the arrival of the Draft of Reinforcements at the Training Unit. It should be noted that the "Period for which E.D.P. is Due," as shown on the form, includes the date of embarkation, and the date prior to that of joining the Training Unit, provided of course that the soldier has not earlier ceased to act in the capacity of a "V.O." N.C.O.
EXTRA DUTY PAY.

5. "...

E.D.P. of Unit, and Office, forms V records cleared to the of which the appointment for which pretation apply."

6. "...

"E.D.P. be used to ensure is shown the day numbers."

7. "...

N.C.O. of A.D.P. complete particulars amount.

8. "...
5. "E.D.P." FORM V.O.3—Cash Payments to "V.O." N.C.O.'s of unallotted E.D.P.

"V.O." N.C.O.'s should be paid the full amount of unallotted E.D.P. due to them as soon as possible after their arrival at the Training Unit, and the form should be completed and forwarded to the Chief Pay Office, London, within seven days of such arrival. If this form and forms V.O. 1 and 2 are forwarded promptly in the manner stated, the records and accounts of the "Voyage Only" N.C.O.'s will at once be cleared up and finalised, and much confusion will thus be saved in regard to the overlapping of the period of the voyage with further periods for which the soldiers may be entitled to E.D.P. on account of their subsequent appointment to E.D.P. rank in the Training Unit. As to the period for which "V.O." N.C.O.'s may be paid unallotted E.D.P., the interpretation in the preceding paragraph in regard to the allotted pay will apply. The soldiers' Pay Book numbers must be shown on this form.


This form or Acquittance Roll, upon which all payments to "E.D.P." N.C.O.'s on account of extra duty pay are to be made, will be used in all Training Units and Base Depots. Care should be taken to ensure that the form is correctly filled in; that the fullest information is shown; and that it is forwarded to the Paymaster not later than the day after the payments have been made. The soldiers' Pay Book numbers must be shown on this form, and the space next to the column "Balance Undrawn and Remaining to Credit" used for this purpose.


This form will be used for the remittances on behalf of "E.D.P." N.C.O.'s of extra duty pay, or undrawn balances thereof. In accepting applications for such remittances, regard must be had to the provisions of A.I.F. Order No. 281 of 20.9.16. The original of this form, when completed, is to be forwarded to the Chief Paymaster, London. Full particulars of payments previously made and of the manner in which the amount shown on this form is arrived at must be given.

8. "E.D.P." FORM C.—Showing "E.D.P." N.C.O.'s "Marching Out" from Training Units or Base Depots.

This form will be used only in cases where soldiers who have acted as "E.D.P." N.C.O.'s in Training Units or Base Depots march out from such Units or Depots as E.D.P. N.C.O.'s, and it is intended that
EXTRA DUTY PAY.

they hold the Depot to which used, and care also that the out with the records agree, delay to the Unit which.

9. "E.D.P."!

This form any of the abov ing into training already here in to an Training Unit: care should that the inform A.F. B.213 shal

General.

(d) The follow

1. That ye "E.

2. That an kept.

3. That or part

4. That in Trai

5. That at tio

6. That on turn
they hold the rank until such time as the draft reaches the Unit or Depot to which it is proceeding. In all such cases this form must be used, and care exercised that the correct particulars are shown thereon, also that the A.F. B.213 showing the soldier or soldiers affected marching out with the E.D.P. rank prepared in conjunction in order that the two records agree. The original of the form must be forwarded without delay to the Chief Paymaster and the duplicate to the C.O. of the Depot or Unit which the draft is marching out to join.

9. "E.D.P." FORM D.—Showing "E.D.P." N.C.O.'s "Marching In" to Divisional Base Depots or "Parent" Units.

This form, showing particulars of "E.D.P." N.C.O.'s marching in to any of the above formations, will not be used for "V.O." N.C.O.'s marching in to Training Units—these being shown on "E.D.P." Form V.O. 1, as already herein described—and will only be required in cases where soldiers march in to one Training Unit from another, to a Base Depot from a Training Unit, or to a "Parent" Unit from a Base Depot. Particular care should also be taken in cases where it is necessary to use this form that the information shown thereon is identical with that shown on the A.F. B.213 showing reversion on marching in.

General.

(d) The following points should be carefully noted:

1. That all appointments to and reversions from "V.O." and "E.D.P." rank should be shown on A.F. B.213.

2. That a complete and accurate record of "E.D.P." appointments and reversions, and of movements of "E.D.P." N.C.O.'s be kept.

3. That no payments of "E.D.P." be authorised or made unless particulars of appointment have been shown on A.F. B.213.

4. That the Regulations regarding strength of Reinforcements and of Training Units or Base Depots be strictly adhered to.

5. That sufficient extra duty pay remain undrawn to cover separation allowance.

6. That in cases of soldiers claiming extra duty pay for back periods fullest information as to Draft or Depot and dates be supplied.
PAY BOOKS.

(a) Every one of the issue of which
(b) No person
(c) In reckoning the number of an
requirement is not
(d) Pay Book
"Continuation"
to replace books
(e) All com-
nature must be
Paymaster who

Restricting

When a charge
entered on the "G.

When carried forward

Forfeiture:

1. Forfeiture
entered on the
the entry will be

the amount to
progressive total of
the forfeiture and the
bar, and continue

2. Whenever
Pay Book, i.e., on
date of 18.2069, is
confined to one l
26.—PAY BOOKS.

(a) Every member of the A.I.F. shall be in possession of a Pay Book, the issue of which has been properly authorised.

(b) No person shall be in possession of more than one Pay Book.

(c) In recording transactions of any kind, or referring to a soldier, the number of the Pay Book must invariably be quoted; where this requirement is not complied with additional work is incurred.

(d) Pay Books issued to replace books surrendered will be known as "Continuation" Pay Books. Pay Books issued by the Chief Pay Office to replace books lost will be known as "Duplicate" Pay Books.

(e) All communications with the Chief Paymaster of whatever nature must be forwarded through the Divisional Paymaster or the Paymaster who has the Unit concerned under his jurisdiction.

27.—ENTRIES IN PAY BOOKS.

(a) Restricting Entry.

When a clause restricting payments is inserted, same should be entered on the Credit side.

When carrying totals forward this restricting entry must also be carried forward, unless the overdraft has in the meantime been liquidated.

(b) Forfeitures.

1. Forfeitures will be calculated at full rates less deferred, and entered on the cash payments page (e.g., if a private forfeits 7 days' pay, the entry will be:

   "7 days at 5s. p.d.—£1 15 0d."

(the amount to be entered in column headed "Amount," and the progressive total extended). The A.F. B.2069 should show the amount of forfeiture and the Pay Book number and Payment number separated by a bar, and entered directly under the name of the soldier.

2. Whenever possible the fullest particulars should be entered in the Pay Book, i.e., crime, number of days awaiting trial, forfeitures awarded, date of B.2069, etc. Entries of forfeiture should, whenever possible, be confined to one line only.
PAY BOOKS.

(c) Progressive.
These must be...

(d) Credit Entries:
1. Credit Entries affecting the...

EXAMPLE.
May 1st to...
June 1st to...
July 1st to...
Allot reduced...

Entries of...representatives of...

2. On completion, added to prove the...
proved in the same...
with the debits.

3. If any line...
forward, a line must...
credit entries being...
across in this main...
Totals carried forward.

Care must be...
respect of the same...

4. When the...
as on and from date...
15th January there...
To ensure that areas...
and 3 on the Pay...
made.

28.—TRANSFER.

(a) In cases...
from a duplicate...
Entries appearing in...
Pay Book.
(c) **Progressive Totals.**

These must be extended after each entry.

(d) **Credit Earnings.**

1. Credit Earnings will be entered up monthly (or when an alteration affecting the net daily rate of pay is made):

   **Example.**

<table>
<thead>
<tr>
<th>£</th>
<th>s.</th>
<th>d.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

   Entries of Earnings and other Credits are to be made only by the representatives of the Chief Paymaster, A.I.F.

2. On completion of a debit page the "Amount" column shall be added to prove the progressive total of debits. The credits shall be proved in the same manner, and totals carried forward simultaneously with the debits.

3. If any lines are unused on the credit side when carrying totals forward, a line must be ruled across the blank space to prevent further credit entries being made on that page. Debit lines must not be ruled across in this manner, even if the credit page should be completed first. **Totals carried forward must be attested by a full signature.**

   Care must be taken to ensure that credits are not compiled twice in respect of the same period.

4. When the Rate of Pay has been amended, such a new rate operates as on and from date of amendment, e.g., in the case of a promotion dated 15th January the new rate would be calculated as from the 15th inclusive. To ensure that amendments to the net rate are put into operation, pages 2 and 3 on the Pay Book should be scrutinised before any credit entry is made.

### 28.—TRANSFER OF ENTRIES FROM DUPLICATE TO CONTINUATION PAY BOOKS.

(a) In cases where Pay Sergeants are requested to transfer entries from a duplicate to continuation Pay Book, the total only of the entries appearing in the duplicate need be transferred to the continuation Pay Book.
Example.

<table>
<thead>
<tr>
<th>Dup. P.B. 11142</th>
<th>Cash Payments</th>
<th>£</th>
<th>s.</th>
<th>d.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1/17</td>
<td>Field</td>
<td></td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>15/17</td>
<td></td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>April 10/17</td>
<td>London</td>
<td></td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>12</td>
<td>17</td>
</tr>
</tbody>
</table>

Cancelled total debits, £12 17s. 4d.

Entered on line 5 in Cont. P.B. No. 89782.

(Note.—It is essential that this information be entered in the duplicate Pay Books.)

The entry in the Continuation Book should be inserted as follows:

<table>
<thead>
<tr>
<th>Cash Payments</th>
<th>£</th>
<th>s.</th>
<th>d.</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30th</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line No. 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entries transferred from D/B No. 11142 (now cancelled)</td>
<td>...</td>
<td>...</td>
<td>12 17 4</td>
</tr>
</tbody>
</table>

29.—ALTERATIONS IN PAY BOOK.

Under no circumstances may alterations be made in the Pay Book. If the necessity arises for an adjustment, this will be effected in the manner set out in the next paragraph.

30.—ADJUSTMENT OF PAY BOOKS.

(a) Deductions must not be made from the progressive total of debits when effecting adjustments except where specially directed by the Chief Paymaster. If a Pay Book has been over-debited the adjustment will be effected by making a credit entry. If a Pay Book has been under-debited an additional debit will be entered.

(b) Deductions from credits may be made. If the credits as shown by a Pay Book are excessive, the adjustment will be effected by making a deduct entry.
PAY BOOKS.

Example

Rs.
1.
6.
1.
7.

Deduct Rs.
All

(c) The progressive promulgation calculated Page follows:

Rank:

Cpl.
Sgt.
W.O.

Additions
2nd Lieut.
The
6s. 6d. An example is referred to

Instance
to an advance has not prev entries for an item must be
Sergeant one Pay Officer is.

This sheet may be kept
### Example

<table>
<thead>
<tr>
<th>Rank</th>
<th>From</th>
<th>To</th>
<th>Days</th>
<th>Net Rate</th>
<th>Amount</th>
<th>Progressive Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>s. d.</td>
<td></td>
<td></td>
<td>£ s. d.</td>
<td></td>
<td>£ s. d.</td>
</tr>
<tr>
<td>Cpl.</td>
<td>22.2.15</td>
<td>27.7.16</td>
<td>522</td>
<td>8 6</td>
<td>221 17</td>
<td>221 17</td>
</tr>
<tr>
<td>Sgt.</td>
<td>28.7.16</td>
<td>14.9.16</td>
<td>49</td>
<td>8 6</td>
<td>20 16</td>
<td>242 13</td>
</tr>
<tr>
<td>W.O.</td>
<td>15.9.16</td>
<td>31.5.17</td>
<td>259</td>
<td>11 6</td>
<td>148 18</td>
<td>391 12</td>
</tr>
<tr>
<td>Additional credit on account of Promotion to 2nd Lieutenant:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Lieut.</td>
<td>23.2.17</td>
<td>31.5.17</td>
<td>98</td>
<td>6 6</td>
<td>31 17</td>
<td>423 9</td>
</tr>
</tbody>
</table>

The difference between the net rates of a W.O. and Lieutenant is 6s. 6d. An explanatory memo, similar to that shown in the above example must be inserted beneath every adjusting entry of the nature referred to herein.

### 31.-Unsigned Entries in Pay Books.

Instances have occurred where debits have been entered preparatory to an advance of pay, and through unforeseen circumstances the soldier has not received the payment. Pay Sergeants should see that such entries are cancelled before the pay book is returned to the soldier. The item must be clearly marked "No Entry," and initialled by the Pay-Sergeant or responsible officer, and a notification forwarded to the Chief Pay Office that Payment No.—— in Pay Book No.—— has been cancelled. This action is necessary in order that the soldier’s Ledger Account may be kept in strict unison with his Pay Book.
PAY BOOKS.
32.—LOSS OF PAY BOOK.
(A.I.F. Order 1091, dated 29.1.18)

Duplicate Pay Books—Issue of.—It having come under notice that in many cases where members of the A.I.F. report the loss of their Pay Books, the pay accounts are found to be overdrawn or forfeitures of pay incurred, the following procedure will be adopted in future:—

1. In every case where a member reports the loss of his Pay Book the Paymaster of the formation to which he belongs will cause full inquiries to be made as to the circumstances of the loss, and the state of the member's pay account at the time.

The Paymaster will then endorse the "Declaration of Loss" form, stating his opinion whether or not the Pay Book has been wilfully lost, and making a recommendation as to the issuing of a duplicate.

2. If the report of the Paymaster indicates that the account is overdrawn, either through forfeitures of pay or from any other cause, a full investigation of the pay account will be made by the Chief Paymaster, and a duplicate Pay Book will not be issued until the expiration of one calendar month from the date on which the loss of the original Pay Book is reported. The member concerned will be notified to this effect by his Commanding Officer or the Paymaster of the formation to which he belongs.

3. In cases where the Paymaster is of opinion that the loss is genuine, and the account is not overdrawn, the Chief Paymaster will issue a duplicate Pay Book immediately on receipt of the "Declaration of Loss."

When a soldier reports that he has lost his Pay Book, the Pay Sergeant should obtain a Declaration of Loss (forms obtainable from all Paymasters) from the soldier, and forward same to the Chief Pay Office through the Paymaster of the Unit.

The soldier should be warned of the responsibility he undertakes in signing this form, and reminded that the old Pay Book, if recovered, must be forwarded at once to the Chief Paymaster.

When submitting a Declaration of Loss the following points must be carefully noted:—

See that full particulars re next-of-kin, allottee (dependent or non-dependent), date of attestation, religion, age on enlistment, military district are given. If the soldier has recently been transferred quote his
PAY BOOKS.
previous Unit. Should the soldier have recently been promoted quote the date and order authorising such promotion. The furnishing of these particulars will enable the Chief Pay Office to issue duplicate books showing the correct net rate of pay. Difficulty is often experienced in deciphering the signature of a soldier; it will expedite the issue if the name is shown on the top of the D.O.L. in block letters.

In all cases the signature of the soldier signing the D.O.L. must be witnessed by an Officer or Pay Representative. When possible the number of the lost Pay Book must be quoted.

When submitting Declarations of Loss for soldiers who have rejoined their Units from V.D. Hospitals or detention, particulars of the forfeitures, whenever possible, should accompany the application in order that the amount of the debit incurred may be taken into consideration when computing the account; when it is known by the Pay Sergeant that the Pay Book declared lost is overdrawn, it will greatly assist if notification to this effect is forwarded with the application.

Instances are occurring where the soldier declares his last payment to have been received several months prior to the date on which the D.O.L. was signed. In these cases an effort should be made to obtain information as to the soldier's movements in the interim.

On every occasion that a Duplicate Pay Book is issued the special "Issue Form," completely filled in, must be signed by the soldier in whose name the book has been made out, and when completed returned to the Chief Pay Office.

The general principle which will be followed will be to open the duplicate Pay Book as from the date of reporting the loss of the previous Pay Book. Any pay due for period prior to the date of opening the duplicate book will be withheld by the Chief Paymaster until 4 months from the date of issue of the duplicate Pay Book, when, at the expiry of such period, and on application the duplicate Pay Book will be converted into a continuation Pay Book, showing payments and credit earnings from embarkation.

When returning an unissued Pay Book which shows an overdraft (in the case of a soldier having recovered his original Pay Book) always state if the original shows an overdraft in accordance with that shown in the duplicate Pay Book. If not, forward to the Chief Pay Office a copy of the debits and credits in the original book, and, if necessary, of pages 2 and 3 thereof.

When submitting D's.O.L. by recently disembarked soldiers, give particulars as to date of embarkation, number of reinforcement, and where possible, the number of the Transport.
PAY BOOKS.
33.—DISPOSAL OF PAY BOOKS OF CASUALTIES.
A.I.F. Order No. 830 of 31.8.17 reads:—
"A.I.F. Order No. 534 of 16.3.17 is cancelled and the following
substituted:—

The following procedure will be adopted regarding the disposal of
Pay Books of deceased, sick, wounded or missing officers and men
of the A.I.F., or of those who have been withdrawn for any other
reason and the owner evacuated before regaining possession of same.
1. All such Pay Books will be handed immediately to the Pay
Sergeant of the Unit, or, if the Unit has no Pay Sergeant, to the
nearest Australian Paymaster.
2. Pay Sergeants will forward the books to the Paymaster under
whom they are serving.
3. Paymasters will forward them as received to the Chief
Paymaster, A.I.F., London, who will hold those belonging to
officers and men evacuated until their whereabouts are ascertained.
All correspondence relating to Pay Books will be referred to the Chief
Paymaster, and on no account must the Pay Book be forwarded
direct to any individual other than the Chief Paymaster or one of his
representatives."

(Authority : D.A.G., A.I.F., 26/245 of 24.8.17.)

Pay Books left behind of men becoming casualties are to be forwarded
to the Divisional Paymasters under cover of schedules. Two Pay Books
Schedules should be completed—
(a) For deceased men.
(b) For those who have been evacuated wounded and sick or who
are prisoners of war or are missing.

If a doubt arises as to whether a soldier is deceased, his name should
be inserted on Schedule A with the following note : “Nature of Casualty
uncertain.”

84.—DEBIT AND CREDIT ADVICES AND EARNINGS REDUCTION
MEMORANDA.

From time to time the Pay Sergeant will be instructed by means of
printed advices to effect certain entries in soldiers' Pay Books. No entries
are to be made in Pay Books except on the authority of these advices
duly signed by an authorised officer of the Chief Pay Office. Full par-
ticulars will be shown on the advices, and when making entries in the
Pay Books the advice number only will be quoted. The duplicate of the
advice provides a form of certificate to be completed by the Pay Sergeant
specifying that the entry has been made in the soldier’s Pay Book. Such
completion note will be returned to the Paymaster as soon as possible.
PAY BOOKS.
The payment Line No. used in the Pay Book when entering debit
advices must always be shown in the column provided for that purpose on
the left-hand side of the completion note.

Sometimes the debits contained in advices are challenged by the
soldier, but unless the soldier can prove that the information contained
therein is obviously incorrect, the entries must be made in the Pay Book,
and the soldier's complaint taken in writing and forwarded to the Chief
Pay Office, when the investigation of the item challenged will be re-opened.
In these cases it will be necessary for the soldier to state the specific items
which he challenges, and at the same time furnish reasonable proof
for the grounds of his contention. It will not be enough for the soldier to
merely state that he cannot recollect the items.

A soldier who fails to produce his Pay Book to have an entry made
therein, giving as his reason that he has lost it, must sign a Declaration of
Loss Form, even though he states one has been previously despatched.

35.—General.

(a) Before a Pay Book is issued care must be taken to have the neces-
sary signatures inserted on pages 2 and 4.

(b) When applications are forwarded to the Chief Pay Office for
Pay Books said to have been left with Units, etc., it will obviate delay in
the soldier obtaining possession of a Pay Book if the D.O.L. stating the
supposed whereabouts of the Pay Book accompanies the application sub-
mitted, as failing any trace of his original Pay Book, the D.O.L. can
immediately be acted upon and a duplicate issued.

(c) Many Pay Books still reach the Chief Pay Office in which the sig-
natures of the holder, particulars of next-of-kin, allottee, etc., have not
been inserted. Pay Sergeants will greatly assist by scrutinising the Pay
Books as they deal with them and by at once rectifying any omissions.

(d) Pay Sergeants will further help to minimise the work of the Chief
Pay Office as well as expedite replies if they impress upon soldiers the
desirability of directing their enquiries through the Pay Sergeant of their
Units. Much valuable time is taken up in replying to communications
which could have easily been dealt with by the Pay Sergeant or by a
reference to the Divisional Paymaster.

(e) On completion of each page in the Pay Book the total of both the
debit and credit sides should be checked, and where an error is disclosed
an adjusting entry should immediately be made.
(f) When applying for the issue of a duplicate Pay Book or for a Pay Book which has been held at London office on behalf of a soldier who has rejoined his Unit from Detention, and his full sentence has not been completed, advice should accompany the application, stating what portion of the sentence has been remitted and the actual forfeiture incurred.

(g) With the introduction of the new form of numbered Pay Book the Chief Pay Office has instituted an infallible system for the discovery of cases where men possess more than one Pay Book, and disciplinary action is invariably taken in such an event.

In recent instances soldiers who were found guilty of having in their possession more than one Pay Book were sentenced to 3 months' and 6 months' imprisonment respectively.

Every possible endeavour should be made at all times by Pay representatives to keep the soldier's Pay Book in line with the account kept by the Chief Pay Office. For instance, it may come to the knowledge of the Pay Sergeant that certain payments in hospital or forfeitures incurred and admitted by a soldier do not appear in his Pay Book.

In such a case the Pay Sergeant should communicate with the Pay-master, who will advise the Chief Pay Office with a request for instructions.
OVERDRAWN ACCOUNTS.
36. -OVERDRAWN ACCOUNTS.

Pay Accounts may become overdrawn through any of the following reasons:—

(a) Excessive Payments.
(b) Advances authorised by A.I.F. Orders 696, dated 12.6.17 (as amended by A.I.F. Order 942 of 9.11.17) or A.I.F. Order 723 dated 29.6.17, given below.
(c) Heavy forfeitures.
(d) Debits in Pay Accounts in Chief Pay Office but not in Pay Book and advised by Pay Office to be debited in Pay Book.
(e) Debits transferred from Australia.

It is almost unnecessary to emphasise that it is one of the most important of a Pay Sergeant's duties to prevent accounts becoming overdrawn by reason of excessive payments. When an account has become overdrawn from any reason whatever, action should be taken at once to enter in the Pay Book a restriction note which will have the effect of liquidating the debt as speedily as possible.

(A.I.F. Order No. 696, dated 12.6.17 (as amended by A.I.F. Order No. 942, dated 9.11.17)—see para. 5.)

37.—Pay—Overdrawn Accounts.—A.I.F. Order No. 723, dated 29.6.17, reads as follows:—

A.I.F. Order No. 508, dated 27th Feb., 1917, is cancelled and the following substituted:—

1. Except as provided for in A.I.F. Orders 492 and 696, Imprest Holders and other Paying Officers will not make advances to any members of the Australian Imperial Force that will cause the overdrawing of the latter's "Active" pay account without obtaining through the usual channels the special sanction of the G.O.C., A.I.F.

2. Where such sanction has been given, or in any cases in which the active pay account is already overdrawn, the Commanding Officer of the Unit must notify and forward the Pay Book concerned to the Chief Paymaster, A.I.F., or his representative, the Corps or Divisional Paymaster, who will make an entry in the member's Pay Book, placing him upon a restricted drawing rate to re-establish credit at the earliest possible date.
OVERDRAWN ACCOUNTS.
3. All Impest Holders and Paying Officers will be responsible that restrictions of the drawing rates of members, as shown in the Pay Book, are strictly adhered to and not exceeded.

4. Men in France or Egypt, if their accounts are already overdrawn, are not entitled to avail themselves of the privileges of A.I.F. Order No. 696.

5. Excepting in those cases provided for in para. 1, no members of the A.I.F. will—

(a) Make any payment,

(b) Accept any payment,

if such payment would cause to be overdrawn or further overdrawn the active pay of the person named in the Pay Book according to the account which appears in the Pay Book.

Any contravention of these Orders will result in the Impest Holder or Paying Officer being held responsible to make good the unauthorised advances and amounts incorrectly paid, and also in disciplinary action being taken.

(Authority: D.A.G., A.I.F., 26/217 of 22-6-17.)

38.—General Directions guiding the Method of Recovery of Overdrafts as per paragraph 36 (a).

(a) Overdrafts caused in this manner are regarded as a serious offence and Court Martial proceedings are invariably instituted. Cases have occurred in which the pay accounts of officers have become overdrawn through overpaying themselves; such action has always been regarded as an extremely serious act, and since the introduction of a new form of Pay Book, which shows at a glance the actual credit existing on a Pay Book, no excuse is accepted for an overdraft caused in this manner. Pending disciplinary action, the member concerned is placed upon a restricted drawing rate until such time as the overdraft is liquidated, and it is in the power of the Chief Pay Office to transfer portion of the overdraft to Australia for recovery from any allotment payable there, if that be necessary.
OVERDRAWN ACCOUNTS.

[Blank lines]

[Blank lines]

[Blank lines]

[Blank lines]

[Blank lines]

[Blank lines]

[Blank lines]

[Blank lines]

[Blank lines]

[Blank lines]

[Blank lines]
(b), (c), (d) and (e) Where an overdraft is caused through any of the reasons named in sub-para. (b), (c), (d) and (e) of para. 36, the drawing rate will be restricted as hereafter laid down. The restriction entry will be made on the Credit side of the Pay Book and carried forward from page to page until the overdraft is liquidated. In cases where an allotment is in operation and the overdraft can be liquidated within 90 days after the drawing rate has been restricted, the procedure laid down under "Allotments Overdrafts" (para. 64) must be followed.

In cases where previous restrictions have not been observed, and where overpayment is made by Imprest Holders or by Paying Officers to themselves, the matter is to be referred to the Paymaster.

When an unauthorised overdraft comes to the notice of a Pay Representative or where the restricted rate is found to be exceeded and the overdraft is found to exceed the amount of 90 days' net rate of pay, the case is to be reported to the Paymaster of the formation, who in turn will report to the D.A.G., A.I.F. The information required by the D.A.G. is as follows:

1. Rank, Name and Unit.
2. Amount of overdraft and net daily rate of pay.
3. If an officer, whether an Imprest Holder.
4. Name of Imprest Holder and Paying Officer making the payment.
5. Date and place of entry in the Pay Book causing overdraft or excess payment.

Immediate action must always be taken by the Pay Representative to restrict the net drawing rate and to forward advice to the Chief Pay Office in order that, where necessary, action may be taken to cancel or reduce any allotment.

The scale of restricted rate is as follows:

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<th>Rank and Unit</th>
<th>England</th>
<th>France</th>
<th>Egypt</th>
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<tr>
<td>Officers</td>
<td>Field</td>
<td>Allowance</td>
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<td>N.C.O.'s and men whose net drawing rate is 2s. per day or more per fortnight</td>
<td>10s. 0d.</td>
<td>15 francs</td>
<td>50 piastres</td>
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<td>N.C.O.'s and men whose net drawing rate is less than 2s. per day per fortnight</td>
<td>7s. 0d.</td>
<td>10</td>
<td>35</td>
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FINES AND FORFEITURES.
FINES AND FORFEITURES.

39.—V.D., Self-inflicted Wounds, Loss of Clothing, Kit and Necessaries.

In order to enable Pay Sergeants to take the initiative in dealing with any discrepancies of forfeiture of pay entered in Pay Books, and for future guidance, the following particulars are set out for general information:

Crimes and Punishments.

The power of a Commanding Officer as regards awards is shown in Section 46 of the Army Act, paras. 1 to 5 inclusive, as under:

"46 (1) The Commanding Officer shall, upon investigation being made of a charge against a person subject to Military Law under his command of having committed an offence under this Act, dismiss the charge if he, in his discretion, thinks that it ought not to be proceeded with; but where he thinks the charge ought to be proceeded with, he may take steps for bringing the offender to a Court Martial, or, in the case of a soldier, may deal with the case summarily."

"(2) Where he deals with the case summarily he may——

(a) Award to the offender Detention for any period not exceeding 28 days, and,

(b) In the case of the offence of Drunkenness may order the offender to pay a fine not exceeding 10s., either in addition to or without detention, and,

(c) In addition to, or without any other punishments, may order the offender to suffer any deduction from his ordinary pay authorised by this Act to be made by a Commanding Officer; and,

(d) In the case of an offence by a soldier (not being a Non-Commissioned Officer) on Active Service, may award to the offender Field Punishment within the meaning of Section 44 of this Act, for any period not exceeding 28 days, and may in addition to, or without any other punishment, order that the offender forfeit all ordinary pay for a period commencing on the day of the sentence and not exceeding 28 days.
FINES AND FORFEITURES.
"(3) Where the charge is against a soldier for drunkenness, the Commanding Officer shall deal with the case summarily, unless the offence was committed on Active Service, or on duty, or after the offender was warned for duty, or unless by reason of the drunkenness the offender was found unfit for duty, or unless the soldier has been guilty of drunkenness on not less than four occasions in the preceding twelve months, but nothing in this sub-section shall affect the jurisdiction of any Court Martial or the right of a soldier to be tried by a District Court Martial.

"(4) (This sub-section was repealed by A.A.A. 1910.)

"(5) Provided that where detention is awarded for absence without leave, the Commanding Officer shall have regard to the number of days during which the offender was absent, and in no case shall the term of Detention awarded, if exceeding seven days, exceed the term of absence."

Note.—This, however, does not apply to Field Punishment.

Re Non-Commissioned Officers (vide K.R. 499).

An N.C.O., including an acting N.C.O., is not to be subjected by a Commanding Officer to summary or minor punishments except Admonishments, Reprimands and Severe Reprimands. An acting N.C.O. may be ordered by a Commanding Officer to revert to his permanent grade, but is not liable to a summary or minor punishment in addition.

Section 138 of the Army Act sets out in para. 1 regarding Deductions which may be made from Pay as under:—

"(1) All ordinary pay for every day of absence either on desertion or without leave, for every day of Detention or Field Punishment awarded by a Court Martial, or by his Commanding Officer, and for every day whilst he is in custody on a charge for an offence of which he is afterwards convicted by a civil court or Court Martial, or on a charge of Absence without Leave for which he is afterwards awarded Detention or Field Punishment by his Commanding Officer."

(Vide K.R. para. 494).—Awards of Field Punishment and Forfeiture of Pay, as set out under Section 46 A.A., above may be awarded severally or conjointly, but the conjoint award will be necessary when the period of forfeiture of pay exceeds the period of Field Punishment.
FINES AND FORFEITURES.
Footnote to K.R. para. 494 sets out:—

"Forfeiture of pay commences as from the day of award. When, therefore, it is desired to order forfeiture of pay for a period in excess of the Field Punishment awarded, e.g., 10 days' Field Punishment and an additional forfeiture of 14 days' ordinary pay, it will be necessary to award the offender 10 days' Field Punishment with forfeiture of 24 days' pay, as pay is forfeited for the period of Field Punishment awarded."

The following additional particulars are set out REGARDING ABSENCE WITHOUT LEAVE:—

1. For absence without leave the following awards may be granted:—

DETENTION (vide Section 46 para. 2 (a) and 5 of the Army Act).

FORFEITURE OF PAY AND FIELD PUNISHMENT (vide Section 46 para. 2 of the Army Act).

In addition to the above awards the soldier AUTOMATICALLY FORFEITS PAY FOR EVERY DAY OF ABSENCE (vide Section 138 as above).

In regard to what constitutes a day, the following explanatory note (vide Section 138 Note 3 of the A.A.) is set out hereunder:—

"3. Section 140 (2) lays down six hours as the minimum period of absence which will count as a day of absence, unless two conditions are fulfilled, first, that the absentee was prevented from fulfilling a military duty, and, second, that the duty was thrown upon some other person. Six clear hours must, therefore, elapse, and they must be reckoned consecutively, but it is immaterial whether they are partly in one day and partly in another. Thus, a soldier forfeits one day's pay for any period of six clear hours' continuous absence without leave, and where the absence extends over twelve hours he forfeits one day's pay in respect of any day, reckoned from midnight to midnight during any portion of which he was absent. He forfeits a day's pay for any day in which by reason of his absence, however short, a duty that ought to be performed by him is thrown upon some other person.

"For example, if a soldier is absent from 9 p.m. on Monday until 3.5 a.m. on Tuesday, his absence counts as a day's absence, but no more, although the absence was partly on one day and partly on another. If, however, he had returned at 1 a.m., his absence could
not count as a day's absence, unless meanwhile he was bound to go on guard or perform some other military duty, and in consequence of his absence some other soldier had to go on guard or perform that duty.

"If a soldier is absent from 6 p.m. on Monday until 6.5 a.m. on Tuesday, his absence is to be reckoned as two days' absence, and if he returned between midnight on Monday and 6 a.m. on Tuesday it would also be reckoned as two days' absence if some other soldier had to go on guard instead of him between midnight on Monday and the hour of his return."

In regard to compilation of total forfeiture of pay in respect to all crimes, K.R. 644 is promulgated for information:—

"644. The rule for calculating the date on which sentences expire, unless a remission of any portion has been earned by good conduct under the Rules for Military Detention Barracks and Military Prisons, will be apparent from the following examples:—

1. A sentence of eight months' Detention or imprisonment awarded on 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.

2. A sentence of nine months' Imprisonment or Detention awarded on the 29th, 30th or 31st May expires on the last day of the following February, except in Leap Year, when a sentence awarded on the 29th May would expire on the 28th February.

A soldier cannot forfeit two days' pay for one day, therefore care must be exercised that—

(a) Termination of absence; (b) commencement of confinement; and (a) termination of confinement and (b) date of award (which are generally specified on similar days) are not computed twice over in calculating total forfeiture."

Should a soldier awarded a sentence involving forfeiture of pay be already at the time forfeiting pay for any other reason (e.g., Venereal Disease) the whole or part thereof as the case may be must be treated as being concurrent.

Note.—It is desired that forfeiture on account of V.D. should be made concurrent in preference to any award.
FINES AND FORFEITURES.
Regarding forfeitures generally, particular attention should be paid to the following:—

All entries on account of forfeitures will be at daily rate less deferred pay. In the case of a private the entry to be made in the Pay Book will be at the rate of 5s. for each day of the forfeiture, being his daily rate less deferred pay. The deferred pay is deducted on final settlement.

Entries in S.P.B.'s must show nature of punishment (e.g., 168 hours' detention) and date of award.

All forfeitures commence as from the date of award, except as provided hereunder.

40.—Minor Punishments.

Any award of detention, up to seven days inclusive, will be in hours; if exceeding seven days, in days (K.R. 494A).

A soldier sentenced by his C.O. on account of A.W.L. cannot be awarded more than 7 days' Detention when the absence does not exceed 7 days. If the absence exceeds 7 days the maximum Detention that can be awarded is 1 day for every day A.W.L. up to and including 28 days. Also a Commanding Officer has not the power to award more than 28 days' consecutive Field Punishment.

Any contravention of the foregoing would cause awards to be illegal.

Note.—The distinction between Field Punishment and Detention must be carefully kept in mind when computing forfeiture of pay.

All forfeitures of pay commence from date of award except when the crime is A.W.L., and the award of Detention, dated the same date as the last day of A.W.L., is stated in hours, in which case the confinement is regarded as commencing the day following the date of award (i.e., the last day of A.W.L. and date of award will not be regarded as being concurrent).

Example.

If a soldier is A.W.L. from 15.00 23rd November, to 9.00, 25th November, and the award is 96 hours' Detention on 25th November, total forfeiture is 7 days' pay. If, however, the award had been one of 4 days' Field Punishment on 25th November, total forfeiture would be only 6 days' pay.

If in the above-mentioned case the period of A.W.L. was 8 days, terminating on 25th November, and 14 days' Detention or Field Punishment awarded on 25th November, the total forfeiture would be 21 days' pay.
FINES AND FORFEITURES.

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Where the crime is A.W.L. and the Detention or Field Punishment awarded be in days, the date of award being that of the day following the last day of A.W.L., the total amount of forfeiture incurred for A.W.L. and sentence must be charged.

A soldier shall not receive pay for the day of his release from Prison, Military Detention Barrack, or Barrack Detention Rooms.

A Non-commissioned officer reduced for an offence, if previously in confinement, shall not receive pay for the day of reduction (R.P.W. 981).

Note.—An N.C.O. should be charged for A.W.L., and time awaiting trial at the rate of pay prior to reduction plus one day at reduced rate. Care, however, should be taken that the date of sentence (i.e., day of reduction) if included in time awaiting trial, is not charged twice.

41.—Detention and Forfeiture of Pay.

1. If, in addition to Detention, a soldier is awarded Forfeiture of Pay under A.A. 46, the amount to be forfeited should be computed as from date of award, taking cognisance of the fact that the forfeiture of pay as set out in the award is partly or wholly concurrent with the Detention (K.R. 494).

2. Under the same authority, if two awards covering two charges are given on the same date, the longer period only is chargeable, the other being concurrent.

3. Also, if two awards are given on the same date for one charge, i.e., 14 days' F.P. No. 1 and 14 days' F.P. No. 2, only 14 days' total forfeiture is chargeable, although the intention of the C.O. was evidently to award 28 days' F.P. of which 14 days were to be No. 1 and 14 days No. 2.

Forfeiture is not chargeable for absence from Parades or for any period of absence under six continuous hours, unless it is distinctly shown that the absence necessitated the soldier's duties being performed by someone else, in which case forfeiture of one day's pay is incurred for absence from duty (A.A. 138/1).

42.—Courts Martial.

Sentences imposed by Courts Martial are not valid unless confirmed.

Should the sentence be one of Detention or Field Punishment, the promulgation of the award will constitute the authority for charging the forfeiture.
FINES AND FORFEITURES.
In the event of the sentence being one of Imprisonment or Penal Servitude, the following must be observed:—

(a) Only periods A.W.L. and/or time awaiting trial are to be charged on promulgation of the sentence.

(b) If soldier is committed to prison prior to suspension of sentence, forfeiture to be computed from date of sentence.

(c) If sentence is suspended prior to soldier being committed to prison no forfeiture is involved, but if soldier is subsequently committed to prison to serve the sentence (i.e., after having been suspended) forfeiture of pay commences from date sentence is put into execution.

Note.—If a sentence is suspended prior to soldier being committed to prison, it is suspended in full, irrespective of the date of suspension.

(d) If a soldier is released from prison on a partly served sentence (i.e., it is suspended) the forfeiture incurred will be for the period from date of award to, and including, the date of suspension or remission, but if, at a later date, he is recommitted to prison to serve the remainder of the sentence, the balance of the forfeiture will be computed from such date.

A notation must be made in the Pay Book when a soldier is sentenced to Imprisonment or Penal Servitude showing (1) period and date of sentence, (2) Part II. Order reference. If the sentence is subsequently ordered to be put into execution, the debit will then be made if the sentence is under 90 days; if over 90 days a "Pay Ceases" entry will be made and the Pay Book forwarded to Chief Paymaster, but if the sentence is suspended prior to committal to prison, the only entry required will be made in this way:—

Sentence of 2 years, 21.11.17, suspended 7.12.17 (vide D.O. 23).

Note.—It is particularly desired that when soldiers are committed to prison to undergo a sentence of imprisonment of over 90 days, their Pay Books should be forwarded to the Chief Paymaster, London.
43.—FORFEITURE OF PAY AND ALLOWANCES—OFFICERS AND OTHER RANKS.

(A.I.F. Order No. 1030.)

It is notified that, in accordance with Section 119 of the Defence Act and Australian Military Regulation 563, members of the A.I.F. who are convicted by Court Martial are not entitled to pay or allowances from the first day (inclusive) on which the charge was investigated by a Commanding Officer or a Court, whichever first occurred, to the date of conviction.

Commanding Officers will record these dates on A.F.B. 2069 or other return regarding convictions by Court Martial sent to the Base.

In cases where, for any reason, it is considered that the member of the A.I.F. concerned should not forfeit pay for the full period entailed, full particulars will be furnished by the unit or formation concerned through the usual channel to the G.O.C., A.I.F., together with a recommendation as to whether any of the forfeitures should be remitted.

A.I.F. Order No. 980 and para. 2 of A.I.F. Order No. 801 are hereby cancelled.


44.—VENereal Disease.

(a) Members of Australian Imperial Force will forfeit their pay for every day they are in hospital suffering from Venereal Disease (vide A.I.F. Order 685).

(b) Pay Sergeants will have regard to the period notified by O. 's.C. Hospitals, and will avoid charging periods whilst at Convalescent Depôts.

(c) No reference will be made in Pay Books as to nature of disease, but the period, number of days and amount must be shown.

(d) Pay Clerks attached to No. 1 A.D.H., Bulford, England, and 39th General Hospital, France, have been instructed to furnish to Chief Pay Office returns of all amounts of forfeitures entered in Pay Books of members of A.I.F., as well as amounts that should have been entered.

(e) Forfeiture of pay commences as from first admission to Field Ambulance, Casualty Clearing Station, or any other hospital, provided the diagnosis has proved the disease to be Venereal.
FINES AND FORFEITURES.
(f) Pay Sergeants at the hospitals mentioned in sub-para. 4 must make every endeavour to secure all Pay Books from patients, and, if necessary, write to Units or Depots.

(g) Pay Sergeants of Units and Depots will assist in the direction indicated, and forward to the hospitals in question Pay Books of members of the A.I.F. known to be at either hospital.

(h) Notification must be made by letter to the C.P.M., London, by Pay Sergeants at No. 1 A.D.H. and 39th General of all patients remaining in hospital over a period of 90 days from date of admission, so that action may be taken to reduce or cancel allotments if necessary.

(i) Debit Advice Notes will be issued by the C.P.M. and forwarded to Paymasters covering forfeitures not entered in Pay Books.

45.—SELF-INFLECTED WOUNDS.

Members of the Australian Imperial Force convicted by Court Martial of any offence against the Army Act and admitted to hospital on account of any illness certified by a Medical Officer to have been caused by such offence will forfeit the whole of their pay while in hospital; provided that the total forfeiture of pay under this Order, apart from statutory forfeiture as a result of sentences awarded shall not exceed 90 days from date of admission to hospital.

(A.I.F. Order No. 686.)

Note.—In connection with the above, care should be exercised to avoid debiting period in hospital if the period in question is included in time awaiting trial as set out in proceedings of Court Martial.

46.—LOSS OF KIT, CLOTHING AND NECESSARIES.

The cost of articles lost or wilfully damaged chargeable to individuals will be entered, upon re-issue, in the Pay Books of the soldiers concerned, and also on Army Form W. 3069 in triplicate, a note being made in Pay Book that the entries are for Ordnance Stores on repayment.

Charges thus rendered should not be notified in Part II. Orders, but reported to the A.G. at the Base.

All clothing, equipment, stores, etc., in France belong to the Imperial Authorities, and acquaintance rolls for deficiencies, etc., which are being
FINES AND FORFEITURES.
made good by individual soldiers must be forwarded to the D.A.D.O.S. of the formation, who sends them on to the Command Paymaster, B.E.F. Base, through the Divisional Paymaster.

Acquittance Rolls for all deficiencies in England must be forwarded to the A.Q.M.G., Tidworth, for adjustment.

(See A.I.F. Order No. 505, dated 27.2.17.)

47.—DAMAGE TO GOVERNMENT OR PRIVATE PROPERTY, ETC.

A.F. W. 3069 must invariably show whether a soldier has signed an acquittance roll or otherwise in respect of penal deductions from his pay as awarded by his Commanding Officer, or, if tried by Court Martial, by that Court Martial, under Section 138 Army Act.

In the event of an Acquittance having been signed, no further action is necessary when the award is promulgated in Daily Orders, Part II., but in the event of a soldier refusing to sign an acquittance, his pay account will be debited upon such promulgation.
PROMOTIONS AND REVERSIONS.
48.—PROMOTIONS AND REVERSIONS.

All records of promotions and reversions should be shown on A.F.'s B. 213.

A.I.F. Order No. 777, dated 31.7.17, is quoted hereunder; procedure in regard to Striking off Strength and Appointments and Promotions of Warrant and N.C.O.'s is contained therein:

49.—Striking Off Strength.

1. With reference to G.R.O. 2348, the following procedure will be adopted in the A.I.F.:

2. (i) Officers will be shown as "Struck off Strength" in A.F. B. No. 213 when they are:

(a) Casualties in action (killed, wounded and missing), except "Wounded, at duty," who will only be struck off if subsequently admitted to hospital.

(b) Seconded to the Staff, as Staff Learners, as Instructors at any permanent school, or for any other purposes.

(c) Transferred to or filling a vacancy on the authorised establishment of another Unit or formation.

(d) Detailed as Instructors at the base.

(e) Evacuated sick out of the Divisional Area.

(f) Medically boarded at the base or in England and classified as unfit or temporarily unfit for General Service.

(g) Attending C.O.'s Course at Aldershot or Staff Course in England.

(h) Marked "P.B." or "P.U." or employed on the status of a P.B. Officer.

(ii) The above authorisation for striking Officers off strength is given merely for the purpose of enabling the net strength of Units to be accurately shown on strength returns, and does not give any authority for promotion of Officers to replace those struck off, nor will the present method of showing Officers in Regimental Lists be affected thereby. The rules for promotion and seconding of Officers will continue in force as heretofore.

3. Other ranks will be "struck off" when they are:

(a) Casualties in action (killed, wounded and missing, except "wounded, at duty").
PROMOTIONS AND REVERSIONS.
(b) Transferred to or filling a vacancy on the authorised establishment of another unit or formation, including those accepted on probation for Australian Flying Corps.

c) Evacuated sick out of the Divisional Area or when evacuated to a C.C.S. Stationary or General Hospital.

d) Sentenced to imprisonment (unless sentence suspended) to have effect on date of leaving Unit.

e) Candidates for commissions undergoing training at Officer Cadet Units in England.

(f) "Attached" Infantry authorised for traffic control duties.

4. Appointments and promotions of Warrant and N.C.O.'s within establishments to replace those struck off in accordance with above may be made as follows:

(a) Permanent promotions may be made to replace Warrant and N.C.O.'s struck off as killed, died, prisoner of war, or transferred.

(b) In all other instances, promotions to replace those struck off may be made temporarily, but if the Warrant or N.C.O. thus replaced does not return to duty within three months the promotions may then be made substantive.

c) Should the Warrant or N.C.O. who has been replaced return to duty within three months, the Warrant or N.C.O. who was temporarily promoted to replace him will revert to his permanent grade.

d) A Warrant or N.C.O. granted temporary rank under this order will only retain such temporary rank for the period he is actually performing the duties of the position for which the rank is granted, and he will cease to hold it on becoming a casualty. Provided that a Warrant or N.C.O. holding temporary rank will not be reverted to his permanent grade whilst a prisoner of war unless it is certified by a Court of Inquiry that his capture was due to his own neglect or misconduct. Provided also that the temporary rank of a Warrant or N.C.O. who dies of wounds sustained whilst holding such temporary rank will not be relinquished.

e) All appointments or reversions from temporary rank will be notified on A.F. B.213. With regard to the two provisos to para. (d) above, Units will invariably notify relinquishments of temporary rank in the case of Warrant or N.C.O.'s reported
PROMOTIONS AND REVERSIONS.
wounded or missing, and the subsequent adjustment of records on account of the Warrant or N.C.O. concerned being reported killed, died of wounds, or prisoners of war, will be made by Australian Section, 3rd Echelon.

(f) On the return to his Unit of a Warrant or N.C.O. whose place has been filled by a promotion which has been made substantive he will be borne as supernumerary to the establishment of his rank until absorbed into the first vacancy.

(Authority: D.A.G., A.I.F., 83/12 of 23.7.17.)

50.—DRIVERS.

From the point of view of promotion and appointment, drivers are in the same position as Non-Commissioned Officers, and when a driver is evacuated sick a temporary appointment must be made in his stead. (This applies only from 3.8.17. See A.I.F. Orders 785 and 920.)

51.—EXTRA REGIMENTAL RANK.

(A.I.F. Order 962, dated 13.11.17.)

A.I.F. Orders Nos. 213 and 667, dated 19th August, 1916, and 1st June, 1917, are hereby cancelled, and the following is substituted therefor:

1. All promotions to warrant and non-commissioned rank to fill authorised establishments of the Units specified in para. 7 hereof, and of such other units and formations as may be specified from time to time, will be in accordance with the procedure set out hereafter.

2. All such rank granted—and ranks already granted under the provisions of the former A.I.F. Order No. 213—will be referred to in all Army Forms and other documents as "Extra Regimental" (E.R.) rank, e.g., E.R. Cpl., E.R. Sgt., etc., so as to distinguish it from temporary rank, with which it must not be confused.
PROMOTIONS AND REVERSIONS.
8. Except as hereinafter specially provided, a soldier who is granted Extra Regimental rank will only retain such rank whilst he continues to hold the appointment for which it was granted, and he will revert forthwith to his permanent grade or previous substantive rank.

(a) Upon his services being no longer required in the E.R. rank which he has been granted;

(b) Upon marching out to join his former Unit, or any other Unit, or to a depot or to details;

(c) Upon marching out for return to Australia for any reason other than for medical reasons.

4. A soldier holding E.R. rank who is evacuated sick or wounded will retain such rank until posted, after discharge from hospital to duty with any Unit or formation other than that in which he was granted E.R. rank, in which event he will revert to his permanent grade as in para. 3 hereof.

A soldier holding E.R. rank who is evacuated sick or wounded and/or who is marched out for return to Australia for medical reasons, will retain such rank until discharged from the A.I.F. or until it may be decided in Australia to return him for duty overseas.

5. A soldier holding E.R. rank who joins an Officer Cadet Unit or any Instructional School for Aspirant Officers or for N.C.O.’s will retain such rank while attending such Cadet Unit or School until appointed to a Commission or until posted to duty with any Unit or depot other than that in which he was granted E.R. rank, in which latter case he will revert to his permanent grade as provided in para. 3 hereof.

6. A soldier holding E.R. rank who is taken prisoner of war will retain such rank.

7. Headquarters, A.I.F.

Administrative Headquarters, A.I.F.
Headquarters, A.I.F. Depôts in U.K.
Australian Headquarters, Egypt (except in the case of promotion to Unit Orderly Room Sergeants).
Australian Section, 3rd Echelon, B.E.F. (except in the case of promotion to Unit Orderly Room Sergeants).
Australian Section, 3rd Echelon, E.E.F.
Australian Army Pay Corps.
PROMOTIONS AND REVERSIONS.
Pay Sergeants.
A.I.F. Audit Section.
Australian Army Ordnance Corps.
Australian Provost Corps.
Australian Army Postal Corps.
Corps, Divisional and Brigade Headquarters.
1st Australian Topographical Section.
Intelligence Police, 1st Aust. Corps.
Australian Corps, Salvage, Section.
Divisional Salvage Companies.
D.M.T.S., A.I.F., Clerical Section.
S.M.O., Australian Base Depots, Havre, Clerical Staff.

(Authority: D.A.G., A.I.F., 151/352 of 6.11.17.)

52.—PROVISIONAL RANK.

For pay purposes Provisional Rank is substantive rank, and where provisional rank has been or is conferred on members of the A.I.F. it will carry the pay of the equivalent substantive rank.

(Authority: Administrative Headquarters, A.I.F., Correspondence C.R. No. 4355/14.)

53.—TEMPORARY PROMOTIONS AND REVERSIONS.

Pay is granted for temporary rank retrospectively to 31.7.15 at the rates authorised for the equivalent substantive rank where given—

(i.) in lieu of permanent rank to fill vacancies within an authorised establishment;

(ii.) in place of Officers and N.C.O.'s who have become casualties by reason of wounds or sickness or of being seconded for any duty.

According to A.I.F. Order No. 777 by the G.O.C., A.I.F., permanent promotions may be made to replace Warrant and Non-Commissioned Officers struck off strength as killed, died, prisoners of war, or transferred; in all other instances promotions to replace those struck off may be made temporarily. The Warrant or Non-Commissioned Officer granted temporary rank under these conditions will only retain such
PROMOTIONS AND REVERSIONS.
temporary rank for the period he is actually performing the duties of the position for which the rank is granted, and he will cease to hold it on becoming a casualty. Provided that a Warrant or Non-Commissioned Officer holding temporary rank will not be reverted to his permanent grade whilst a prisoner of war (unless it is certified by a Court of Inquiry that his capture was due to his own neglect or misconduct). Provided also that the temporary rank of a Warrant Officer or Non-Commissioned Officer who dies of wounds sustained while holding such temporary rank will not be relinquished.

All temporary promotions and reversions must be recorded on pages 2 and 3 of the soldier's Pay Book. The number and date of Order or form containing this information will be stated. Care must be taken that every reversion is immediately shown on A.F.B.213 for incorporation in Part II. Orders, and on pages 2 and 3 of the new Pay Book, e.g.—

Temporary Cpl. Smith, J. H., Wounded.
Transferred to Hospital 31.10.17, reverts to Private, 31.10.17.

N.C.O.'s holding temporary rank will revert to their permanent grade on evacuating from their units for duty with a Training Battalion in England.

54.—PERMANENT PROMOTION (i.e., Promotion to Substantive Rank.)

Entries will appear in the Pay Book at the time of their publication in Routine Orders and be shown on A.F.B.213. Particulars should appear on pages 1, 2, and 3 of the Pay Book.

55.—ACTING RANK does not carry additional pay.

56.—CLASSIFICATION AND PAY OF M.T. DRIVERS.

A.I.F. Order No. 779, dated 31.7.17, is published hereunder:

"A.I.F. Order No. 557 is hereby cancelled, and its operation during the period it was in force is hereby annulled:"
PROMOTIONS AND REVERSIONS.
The following is substituted therefor:—

(a) All Motor Drivers (except drivers of motor cycles) employed as such within the authorised establishments of any unit of the A.I.F. or forming part of reinforcements for M.T. units shall belong to the A.A.S.C. (M.T.).

(b) All such drivers who do not now belong to a Unit of the A.A.S.C. (M.T.) or M.T. Reinforcements shall be transferred to the A.A.S.C. (M.T.) with effect from date of embarkation from Australia or their subsequent appointment as motor drivers. These men will be shown by Units in A.F.B.213 under heading 'Attached by arms in accordance with war establishments.'

(c) Nominal Rolls of all men transferred in accordance with paragraph 2 shall be furnished forthwith by units concerned to Aust. Section, 3rd Echelon, France or Egypt, or in the case of Units in England, to Administrative Headquarters, A.I.F. These transfers will be notified in A.A.S.C. (M.T.) Part II. Orders.

(d) Under this order all motor drivers will be members of Mechanical Transport Unit, and as such will be entitled under War Financial Regulations to pay at the rate of 8s. per diem (including 1s. deferred) from date of appointment or transfer as Drivers in A.A.S.C. (M.T.)

(e) Casualties in M.T. Drivers will be replaced by the Base on demand by units in the ordinary way, and no transfer of personnel to A.A.S.C. (M.T.) from within units, which do not form part of the A.A.S.C. (M.T.) to fill such vacancies will be permitted except in special cases with the approval of the D.A.G., A.I.F., after necessary trade tests have been applied.

(f) Motor cyclists shall not be classified as drivers, but except in cases where such men are N.C.O.'s they shall be graded as Sappers or Privates.''

(Authority: Defence Cable W.X.131 of 21.7.17 and D.A.G., A.I.F. 26/256 of 22.7.17.)
PROMOTIONS AND REversionS.
57.—STATUS OF DRIVERS AND SHOEING-SMITHS.

A.I.F. Order No. 785, dated 3.8.17, is published hereunder:

"(a) Soldiers who have been enlisted or have since been appointed in the Australian Imperial Force as drivers, or as shoeing-smiths or farriers, prior to the date of publication of this Order, will retain these ranks, and the rates of pay pertaining thereto, whilst they continue to be members of the Australian Imperial Force, or until they are promoted or discharged, and as in the case of non-commissioned officers such soldiers will only be discharged for misconduct or inefficiency. (This para., however, is amended by A.I.F. Order No. 920, as given below.)

(b) Provided that on and after the date of this Order soldiers who are appointed in the Australian Imperial Force as drivers, or as shoeing-smiths, or farriers, will only be entitled to retain these ranks and to receive the rates of pay pertaining thereto whilst employed in the capacity of driver, shoeing-smith, or farrier, as the case may be.

In the case of Drivers appointed on and after date of this Order an entry will be made in their records and their Pay Books—'Appointed driver (date), under A.I.F. Order No. 785.'

(c) Soldiers who are reverted under the provisions of the preceding paragraphs to the rank of sapper, gunner, private, or any other rank carrying a lower rate of pay than that which they previously held, will cease to draw the higher rates of pay as drivers, shoeing-smiths, and farriers, on and from the date of such reversion.

(d) Accurate information as to the reversion of soldiers as above must be invariably furnished on Army Form B. 213, for promulgation in Part II. Orders, so that the records may be amended accordingly.

(e) When drivers who hold their appointments under the conditions specified in para. (a) of this Order are evacuated from their units and their places are filled by appointments under para. (b) care must be taken on return of the former to the unit that the latter—i.e., the temporary drivers—are regarded as sappers, privates, etc., as the case may be.
PROMOTIONS AND REVERSIONS.
(f) Where it occurs in this Order the term 'Drivers' will include M.T. Drivers, motor lorry drivers, motor drivers, and horse drivers.'

A.I.F. Order 920, dated 23.10.17, deletes para. (a) above and substitutes the following therefor:

"(a) Soldiers who have been enlisted as drivers, shoeing-smiths, or farriers, or who, having since been appointed as drivers, shoeing-smiths, or farriers, prior to the date of this Order, still hold these ranks, will retain such ranks and rates of pay pertaining thereto whilst they continue to be members of the Australian Imperial Force, or until they are promoted or disrated, and, as in the case of non-commissioned officers, such soldiers will only be disrated for misconduct or inefficiency."

(Authority: D.A.G., A.I.F., 26/265 of 13.10.17.)

The above amendment means:

(i.) That all drivers, etc., who have embarked as such, and who have subsequently been invalidly remustered as privates, sappers, etc., will require to be reinstated as to the higher rate of pay from the date of embarkation, and—

(ii.) That men who have been appointed as drivers, etc., subsequent to embarkation, and who still hold this rank on 3rd August, 1917, will retain such rank; but, on the other hand, those who were so appointed after embarkation and were remustered or reverted to a lower grade prior to 3rd August, 1917, will have no claim to reinstatement.
ALLOCMENTS AND SEPARATION ALLOWANCE.
58.—ALLOTMENTS AND SEPARATION ALLOWANCE.

General Regulations.

The following regulations governing the allotment of pay by members of the A.I.F., and the payment of separation allowance to their dependants—embodied in and compiled from the authorities quoted at foot hereof—are promulgated for the instruction and information of all concerned:

1. The Minister—or persons to whom he may delegate his powers in this respect—may authorize the deduction from the pay of any Officer or Member of any Expeditionary Forces of such reasonable sums as he may think fit for the support of any person who, in his opinion, is wholly or partly dependent upon, or has a claim for maintenance against, the Officer or Member, and the payment of such sums to or for the benefit of any such person.

2. (a) It is to be insured that, at the time of enlistment, each married man makes provision for his dependants by completing an allotment form for the payment to his wife from date of enlistment of not less than two-fifths of his pay, less deferred pay, if there be no children, and not less than three-fifths if there be children. The spirit of the foregoing is to be observed also in the case of single men with dependants.

In the case of an illegitimate child or a bona-fide prematernity order, one-fifth of the soldier’s pay is to be allotted.

(b) In all cases of allotments in favour of dependants the allotment is irrevocable during the member’s service, unless circumstances arise which render a cancellation or variation necessary.

(c) When soldiers are making allotments of their pay it should be seen that they retain to be drawn abroad for their personal requirements at least 1s. per diem.

3. (a) Dependents of members of the A.I.F. receiving private’s rate of pay (i.e., 5s. per diem before embarkation and 6s. per diem after embarkation), will be entitled to receive
ALLOTMENTS AND SEPARATION ALLOWANCE.
separation allowance on and from 1st September, 1917, for each day for which pay is due, under the following conditions, subject to relative instructions which have been or may be issued:—

1. For a wife living at home, irrespective of any private income now existing or subsequently arising, Is. 5d. per diem. ("Living at home" is intended to mean living at the home maintained in Australia or New Zealand by the husband for his wife and children, irrespective of the locality where it may be necessary for the husband to reside.)

Separation allowance in the case of a wife will not be payable if a legal or mutual deed of agreement of separation exists between the soldier and his wife.

2. For each child under 16 years of age, 4½d. per diem.

3. For a mother dependent, or partly dependent, on her soldier son at time of enlistment, Is. 5d. per diem.

4. For a mother who is not, at the time of her son's enlistment, solely, or partly dependent, but who can show that the son would, at a given period after enlistment, have contributed to her support, Is. 5d. per diem from such period.

5. For a mother who, as a result of change of financial circumstances, has, subsequent to her soldier son's enlistment, becomes dependent or partly dependent, Is. 5d. per diem from the date of such change.

6. For an invalid father who is a widower and is dependent upon the soldier for support, Is. 5d. per diem.

7. For a daughter of a soldier who is keeping house for her father, who is a widower, Is. 5d. per diem.

8. For a soldier's sister who is a widow and who is solely dependent upon the soldier for support, Is. 5d. per diem.

9. For each brother and sister under the age of 16 years who is solely dependent upon the soldier for support, 4½d. per diem.
ALLOTMENTS AND SEPARATION ALLOWANCE.
10. For each child, under 16 years of age, of a soldier’s sister who is a widow and of which child the soldier is the sole support, 4½d. per diem.

11. For each child under the age of 16 years of a soldier who, after a legal or mutual separation has been entered into, continues to maintain such child by allotting portion of his military pay for such purpose, 4½d. per diem.

12. For each adopted child under the age of 16 years of a soldier, provided the District Paymaster concerned satisfies himself by sight of deed of adoption or other actual proof of adoption, 4½d. per diem.

13. For a woman who stands in the same relationship as a wife to the soldier concerned, provided that the woman has been entirely dependent upon the soldier for her maintenance and would otherwise be destitute. In such cases proof will be required that the soldier was living with the woman to whom payment is to be made on a bona-fide permanent domestic basis, 1s. 5d. per diem.

14. For each child under the age of 16 years of a soldier and his unmarried wife when in charge of its mother, 4½d. per diem.

Separation allowance will not be paid in respect of a child of such a woman of whom the soldier is not the father.

15. Separation allowance at the rate prescribed for the dependent concerned may be paid in cases in which an order of the Court has been made for maintenance, and also in any other case upon the approval of the Minister.

Separation allowance will not be paid in respect of illegitimate children except as provided in 14.

16. For a mother of a soldier whose father is alive and in work, provided the soldier has allotted to her at least two-fifths of his pay, and provided that such allotment is less than the amount contributed by the soldier in support of the mother’s home prior to enlistment, such an amount, not exceeding 1s. 5d.
ALLOTMENTS AND SEPARATION ALLOWANCE.
per diem, as will, when added to the allotment, equal the amount so contributed by the soldier in support of the home prior to enlistment.

"The amount contributed by the soldier in support of the home" means the amount actually paid by him less (in cases where the soldier was living at his mother's home prior to enlistment), 15s. per week.

(b) In the case of a soldier in receipt of a rate of pay higher than that of a private, separation allowance will be payable at the above rates provided the total amount of separation allowance, added to the pay (including, after embarkation, deferred pay), due to the soldier does not exceed 10s. per diem. Provided, further, that if pay as a private (i.e., 5s. per diem, before embarkation and 6s. per diem after embarkation), together with the separation allowance would give a higher rate of pay than that to which his rank entitles him, separation allowance equal to the difference in such rates will be payable.

(c) If any member of the A.I.F. on whose account separation allowance is being paid, is promoted or appointed to a rank carrying a higher rate of pay than that to which he has been previously entitled, and if in consequence of such higher rate being payable to him, separation allowance is not issuable to his dependants or is issuable at a reduced rate, the member shall increase his allotment in favour of his dependants, as from the date of his promotion or appointment, by at least the amount of the reduction of separation allowance.

(d) If on account of making the increased allotment required in clause (c) the member's net daily rate of pay would be reduced below 1s., the rate of pay held deferred may be reduced to an extent sufficient to maintain the net daily rate of pay at 1s. In no case shall the rate of pay held deferred be reduced below 1s. per day.

(e) Except as hereinafter provided in paragraph 9 hereof, separation allowance will be continued whilst a soldier is under forfeiture incurred during service abroad, and any issue so made will not be a charge against the soldier's pay.

(f) No separation allowance will be payable in respect of a dependant who is not resident in Australia or New Zealand.
ALLOTMENTS AND SEPARATION ALLOWANCE.
(g) Payment of separation allowance is subject in all cases to the condition that the prescribed allotment has been made by the soldier in favour of the person to whom the separation allowance is to be paid.

(h) Separation allowance will be payable to soldier's dependants who are in receipt of an Imperial Pension.

(i) The provisions of the preceding clauses of this paragraph have effect as from 1st September, 1917.

4. In the event of the death of a member of the Australian Imperial Force, payment of allotment and Separation Allowance shall be continued until the termination of a period of two months from date of notification of death by the Base Records, or until a War Pension is payable, whichever first occurs.

5. (i.) Should a member of the Australian Imperial Force be reported "missing," payment of allotment, if it is not being made to a dependent, shall cease on the expiration of two months from the date of notification by the Base Records that the soldier was "missing."

(ii.) In cases where allotments are payable to bona-fide dependants, the issue of allotment and separation allowance shall be continued until the termination of a further period of two months, or until a War Pension is payable, whichever first occurs.

If at any time during the first two months the soldier is definitely ascertained to be dead, the allotment of pay and separation allowance to a dependant shall be continued until the expiry of two months from the date of notification of death or until a War Pension is payable, whichever first occurs, but in the case of an allotment which is not payable to a dependant, payment of same shall cease on the expiry of two months from the date of notification that the soldier was "missing."

6. An allotment of pay made by a soldier who has been taken "prisoner of war" shall continue to be paid unless and until it shall be proved before the Court of Inquiry referred to in section 136, Field Service Regulations, Part II., that such soldier was taken prisoner through neglect or misconduct on his own part.

Separation Allowance shall also be continued under the same conditions as allotments of pay.
ALLOTMENTS AND SEPARATION ALLOWANCE.
7. Allotments of pay and Separation Allowance in respect of members of the Australian Imperial Force who are reported "killed or prisoners of war," shall be treated in accordance with the provisions of paragraph 5 hereof, relative to members of the Australian Imperial Force reported "missing."

8. (a) In the event of the death of an allottee, the allotment is deemed to have been revoked as from the date of the last payment thereunder, and the amount of allotment remaining undrawn at the date of death must be made available for fresh allotment by the soldier.

(b) As separation allowance is not payable when an allotment is not in force, payment thereof will also cease from the date to which the allotment was drawn by the allottee.

9. (i.) Notwithstanding the provisions of W.F. Regulations 13 and 13A in regard to the forfeiture of pay in certain circumstances any allotment made by a member of the A.I.F. to his bona-fide dependants will, except in the case of discharge or dismissal as hereinafter mentioned, be continued to be paid during the period of such forfeiture; provided that the amount of such allotment does not exceed the prescribed rate for private (e.g., for wife only, 2s. per diem, and for wife and children, 3s. per diem). An allotment payable to a bona-fide dependant and exceeding the prescribed rate will be reduced to such rate and be continued accordingly for the period of the forfeiture.

(ii.) In addition, separation allowance will continue to be paid to the allottee of a private who is already in receipt of same, and will also be paid to the allottee of any other member who is undergoing stoppage of pay, on the same conditions and at the same rate as if the member were a private, but where the forfeiture has been incurred in Australia the amount of separation allowance will be limited to 2s. per diem.

(iii.) No payment under this Regulation will exceed the amount originally payable to the allottee.

(iv.) Where the forfeiture has been incurred abroad, any sums paid to dependants under the provisions of paragraph (i.) and where the forfeiture has been incurred in Australia, any sums paid to dependants under the provisions of paragraph (i.) and (ii.), will be deducted from any amount standing to the credit or becoming due to the member con-
ALLOTMENTS AND SEPARATION ALLOWANCE.
cerned, and should there be a debit balance against his account on the expiry of the period of forfeiture, the reduction in the allotment shall continue until the debit is liquidated, the member's drawings being restricted to an amount not exceeding 6d. per day for a soldier and 3s. 6d. per day for an officer.

(v) In the case of a member who is sentenced by Court Martial to dismissal or discharge from the Australian Imperial Force, all payments to or on account of such member, whether to dependants, or otherwise, will cease on and from the date of the award of the Court.

(vi.) The preceding clauses of this paragraph will have effect as from 1st September, 1917.

10. Where a soldier is declared to be an illegal absentee (i.e., after an illegal absence of 21 days) his allotment will be cancelled, irrespective of the circumstances of the allottee, 28 days after such declaration.

11. (a) Only one allotment of pay for each member of the A.I.F. will be accepted and given effect to, except in special cases approved by the District Paymasters or the Chief Paymaster, A.I.F.

(b) No allotments to persons or bank accounts outside Australia will be accepted from soldiers unless definite proof is furnished that such persons are bon-fide dependants of the soldiers, or that such bank accounts are the accounts of bona-fide dependants.

No bank allotments will be accepted from soldiers for payment to their bank accounts to be made available to them abroad.

(c) An officer shall not be permitted to allot any portion of his field allowance except to a Bank for credit of his account therewith.

(Authorities: W. F. Regs. 31-37; W.F.I.'s 71, 74, 74A, 74C, 76A, 107A; Fin. Circ. 174/17.)
ALLOTTMENTS AND SEPARATION ALLOWANCE.
59.—RE-ALLOTMENT OF PAY ON PROMOTION.

(a) In accordance with the provisions of para. 3 (c), (d) of A.I.F. Order No. 1115, published herewith—and notwithstanding the restrictions contained in A.I.F. Orders Nos. 16 of 15th October, 1915, 19, of 17th October, 1915, and 777 of 31st July, 1917, as to the re-allocation of pay upon promotion to temporary rank—the Chief Paymaster and his authorised representatives are empowered to obtain from members of the A.I.F. promoted to substantive, extra-regimental, or temporary rank, increased allotments sufficient to cover payment of separation allowance to their dependants, and also to obtain from such members declarations in writing as to the existence of dependants and the relationship and dependence of their allottees.

(b) The foregoing is not to be taken as authorising members who have no dependants to make re-allotments of pay in virtue of promotion to temporary rank, although such re-allotments may be made upon promotion to Substantive or Extra-Regimental rank.

(Authority: W.F. Reg. 32.)

60.—Allotments to Banks.

An allotment payable in Australia may be made to any person, or, if the soldier so desires, may be made payable to the credit of his account at any bank named. In the latter case, if the soldier at the time of making the allotment has not opened an account with the bank three specimens of his signature must be forwarded with the allotment on a separate sheet. Where the account has already been opened the Account Number must always be stated.

61.—Compulsory Allotments.

In all cases where a soldier refuses to make an allotment after being requested to do so by the Chief Paymaster—

(a) In favour of his wife or children.

(b) For the support of an illegitimate child.

(c) In response to a request from the District Paymaster.

The Pay Sergeant is, without further delay, to obtain a full and definite statement in writing, in duplicate, from the soldier, supported by all available proofs setting out his grounds for the refusal, and should forward same to the Divisional Paymaster immediately.

Where the D.P.M.'s letter states that Finance Authority has been obtained for the payment of the allotment, the Pay Book should be amended in accordance with same.
ALLOTMENTS AND SEPARATION ALLOWANCE.
62.—Powers of Compulsion.

A.I.F. Order No. 131 provides that on the production of the certified copy of a Court Order providing for payment by an officer or soldier for the cost of maintenance of wife or child, legitimate or otherwise, the General Officer Commanding A.I.F., the Commandant, A.I.F. Headquarters, District Commandant, and Senior Artillery Officer of the A.I.F. have power, in the event of a soldier’s refusal to execute an allotment, to direct that the amount be compulsorily deducted from the soldier’s pay and entered in the soldier’s Pay Book in the same way as if a voluntary allotment had been made.

(W.F. Instructions No. 72A, Orders for the A.I.F. 131 (c).)

63.—Allotments payable in United Kingdom.

Allotments by soldiers payable in the United Kingdom are allowed in favour of dependants only. A certificate that the allottee is dependent must accompany the allotment. The relationship which the allottee bears to the soldier must also be stated. Where the soldier desires an allotment to be made to his wife residing within the United Kingdom, his marriage certificate must be produced before payment will be made. The certificate may be forwarded by the wife to the Chief Pay Office, London, or handed by the soldier to the Pay Sergeant for transmission to the Divisional Paymaster for inspection. The allotment form must be endorsed “Marriage Certificate produced.” Allotments payable to banks within the United Kingdom are accepted from officers and members of the A.A.N.S. only.

(A.I.F. Order No. 281.)

64.—Cancellation of Allotments.

Allotments will not be cancelled or reduced in any case unless under special circumstances, such as those cited hereunder. Allotments to relatives or dependents will not be cancelled or reduced unless the consent of the allottee is obtained. Where the allotment is payable to a bank and in other special cases where the allottee is a friend and not dependent, after careful consideration action may be taken to effect alteration, but all such cases must be submitted to the Chief Paymaster for his decision. If an overdraft can be liquidated within 90 days on a restricted nett drawing rate no action will be taken to reduce or cancel the allotment, except under special circumstances. As to special circumstances these may be defined as follows:

(a) Marriage. (Certificate must be produced.)
(b) Provision for a dependent resident in England.
(c) Misappropriation of allotment monies by allottee.
ALLOTMENTS AND SEPARATION ALLOWANCE.
4. Reversion of soldier.
5. Deceased of allottee.

Should a member of the A.I.F. desire to effect the alteration of his allotment by cable, (such alteration having been approved by the C.P.M.) a signed authority for the despatch of the cable must be given. The following is the scale of charges fixed by the Minister for Defence and promulgated in A.I.F. Order 512, 23.17:

<table>
<thead>
<tr>
<th>Reason for Cable</th>
<th>Account to be charged</th>
<th>Amount of Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application by soldier...</td>
<td>Soldier</td>
<td>£2 10s. if reply required. £1 5s. if no reply required.</td>
</tr>
<tr>
<td>2. Overdrawal of Account through—</td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>(a) Overpayment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Serving a term of imprisonment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Forfeitures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Reversion to ranks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Marriage of soldier in England when allotment is required in favour of wife.</td>
<td>Soldier</td>
<td>£2 10s. if reply required. £1 5s. if no reply required.</td>
</tr>
<tr>
<td>4. Where letter is received from soldier's wife in England, he having neglected to make provision for her.</td>
<td>Soldier</td>
<td>£2 10s. if reply required. £1 5s. if no reply required.</td>
</tr>
<tr>
<td>5. Where allotment is required for a dependant in England.</td>
<td>Soldier</td>
<td>£2 10s. if reply required. £1 5s. if no reply required.</td>
</tr>
<tr>
<td>6. Where, owing to death of a relative, a person becomes dependent upon him and an allotment becomes necessary.</td>
<td>Department</td>
<td></td>
</tr>
</tbody>
</table>
ALLOTMENTS AND SEPARATION ALLOWANCE.
A reply will only be necessary when the consent of the allottee is to be obtained, i.e., where the allotment is to a dependant or a relative, or in those cases in which, from the nature of the cable, a direct reply is requested. In all other cases the charge of £1 5s. only is made. The cost of the cable is to be entered in the soldier’s Pay Book when forwarding the authority and the allotment form endorsed to that effect, quoting both the Pay Book and entry numbers. If it is not desired that the alteration take place immediately, the new allotment must be post-dated to the next pay day following the elapse of 11 weeks to allow of advice reaching Australia in time to cancel the original allotment and so avert overpayment.

Cancellations should always take effect as on and from the following dates, which are the dates following pay days:

**Australian Allotments.**

- January 11th.
- January 25th.
- February 8th.
- February 22nd.
- March 8th.
- March 22nd.
- April 5th.
- April 19th.
- May 3rd.
- May 17th.
- May 31st.
- June 14th.
- June 28th.
- July 12th.
- July 26th.
- August 9th.
- August 23rd.
- September 6th.
- September 20th.
- October 4th.
- October 18th.
- November 1st.
- November 15th.
- November 29th.
- December 13th.
- December 27th.

**English Allotments.**

- January 5th.
- February 2nd.
- March 2nd.
- March 30th.
- April 27th.
- May 25th.
- June 22nd.
- July 20th.
- August 17th.
- September 14th.
- October 12th.
- November 9th.
- December 7th.
ALLOTMENTS AND SEPARATION ALLOWANCE.
If it is desired to make a fresh allotment for payment in England canceling one payable in Australia, the commencing date of the new allotment should be the date of cancellation of the Australian allotment. In making provision for cancellation by cable 20 clear days should be allowed from the date of receipt of advice by the Chief Pay Office. Where a fresh allotment is made on account of the previous allottee's decease it should be dated to take effect as on and from date of last payment and not the date of the allottee's decease.

65.—Increased Allotments.

Increased allotments either on account of promotion or for other reasons may be accepted at any time. In case of promotion the allotment will not be given effect to or forwarded to Australia until advice of promotion reaches the Chief Pay Office through Part II. Orders. It should be pointed out to soldiers that it is not necessary to cable an increase of allotment unless it is their own express desire, as no benefit whatever is gained thereby, excepting where the allottee is in distressed circumstances.

66.—PROMOTIONS TO SUBSTANTIVE RANK.

For the future Pay Sergeants are to inspect every B.213 issued by their Units, and are to extract the necessary particulars on to the forms supplied for this purpose, and action as set out hereunder taken thereon. Immediately the promotion has been promulgated in the A.F. B.213 an increased allotment is to be obtained in all cases where the allottee is a dependant, according to the scale set out below, and at the same time the necessary alteration is to be made in the soldier's Pay Book and the allotment form completed and forwarded to London.

If the soldier does not desire to increase his allotment and states that his allottee is non-dependent and there is nothing to show to the contrary, the Pay Sergeant must obtain the completion of the certificate of non-dependency, on special form provided, which is to be forwarded to the Chief Pay Office.

67.—PROMOTIONS TO EXTRA REGIMENTAL RANK.

Owing to the protracted period for which promotion under A.I.F. Order 962 is generally held, allotment instructions regarding substantive promotions are to apply in these promotions also.
ALLOTMENTS AND SEPARATION ALLOWANCE.
68.—PROMOTION TO TEMPORARY RANK.

In all cases of promotion of a private to temporary rank a fresh allotment must be obtained from him where the allottee is a dependant, increasing his previous allotment in accordance with the undermentioned scale. The usual alteration should be made in the soldier's Pay Book, and the allotment form sent to London, where it will be retained for the time being. If and when a temporary rank is made substantive the allotment form will be forwarded to Australia in the usual way. If and when the soldier reverts to his former rank the date of reversion will be filled in on the allotment form by the London Office from the information of Part II. Orders, and the form will be forwarded to Australia, with instructions to the District Paymaster to pay the allotment for the period only for which the soldier held the higher rank. In all such cases of reversions the Pay Sergeants are to take steps, where possible, to alter the allotment rate in the soldier's Pay Book to the original figure, and notify the Chief Pay Office accordingly. By following out these instructions there will be no necessity for recovery of an overpayment of either separation allowance or Allotment from the soldier. Action will be taken by the Chief Pay Office on temporary promotion becoming either substantive or upon reversion only on authority of Part II. Orders.

The following is the Compulsory Minimum Increase in cases where the allottees are dependants:

<table>
<thead>
<tr>
<th>Compulsory Minimum Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>s. d.</td>
</tr>
<tr>
<td>Promotions to Corporal or any rank carrying equal pay</td>
</tr>
<tr>
<td>Promotions to 2nd Corporal, Bombardier, or any rank carrying equal pay</td>
</tr>
<tr>
<td>Promotions to M.T. Driver (8s.) or any rank carrying equal pay</td>
</tr>
<tr>
<td>Promotions to Driver (7s.) or any rank carrying equal pay</td>
</tr>
</tbody>
</table>

69.—REVERSIONS.

In all cases of reversion the soldier's pay book must be inspected and where the rate of allotment is higher than the lower rank will allow, an amended allotment must be obtained and it is to be observed that where the allottee is dependent, the new rate must be at least the mini-
ALLOTMENTS AND SEPARATION ALLOWANCE.

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mum allotment required by regulations. In all such instances where the allotment must be altered to a lower rate, an official cable will be despatched by the London Office to reduce the allotment payable immediately upon receipt of the allotment form from the Divisional Paymaster and before receipt of the Part II. Orders.

**70.—SENTENCES OF IMPRISONMENT.**

When a soldier is sentenced to a term of imprisonment and such sentence includes discharge, advice should immediately be forwarded by the Pay Sergeant to the Divisional Paymaster, who will take action for the immediate cancellation of any allotment, whether to dependant or otherwise. Where a sentence does not include discharge, the allotment, if payable to a dependant, will be reduced to the minimum rates of a private's pay (2s. or 3s., as specified in para. 2). Where the allotment is not payable to a dependant steps will be taken to have it cancelled forthwith.

(W.F. Regulations, No. 37.)

71.—ILLEGAL ABSENTEES.

Allotments of men who are declared Illegal Absentees are suspended immediately the report of same is received by Chief Pay Office. On the soldier being reported as Apprehended or Returned to his Unit, reinstatement at the minimum rate will be made by letter, and will date from a date to be calculated, which will allow for the actual suspension of the allotment for a period equal to the time to the nearest pay day he has been actually A.W.I. This procedure may in some cases necessitate the alteration of the Pay Book at the date of despatch of reinstatement advice to Australia, and will mean an alteration ahead of the period for which credits have been calculated. To make the adjustment it will be necessary to amend page 2 and also the Credit Earning pages, (5, 7, 9. etc.) by completing the columns "From and To," "Numbers of Days," and "Net Rate" forward to the date the new rate commences.

72.—FORFEITURES OVER 90 DAYS.

Forfeitures of 90 days or over will generally cause the pay account of a soldier to become overdrawn, thus rendering, in many cases, some action necessary. With regard to the allotment it is important therefore that the information should be furnished to the London Office concerning these forfeitures at the earliest possible date. Forfeitures over 90 days would only be awarded on the authority of a Court Martial, and, therefore, a
ALLOTMENTS AND SEPARATION ALLOWANCE.
summary of awards by Court Martial which have been confirmed should be prepared by the Paymaster and forwarded to London. Particulars of these should be extracted by Pay Sergeants from Form B.2069 on to the Schedule, which has been supplied for that purpose.

73.—OVERDRAFTS.

Immediately a Pay Sergeant becomes aware that a soldier's account is overdrawn to the extent of 90 days or over at the nett drawing rate, he is to complete the combined form for statement of Overdrawn Account and Certificate of Dependency, and forward same to the Chief Pay Office for any action necessary in regard to the allotment.

The system now adopted is that if an overdraft cannot be liquidated by the soldier within three months on the usual restricted nett rate and the allottee be a non-dependant, that portion of it in excess of three months will be transferred to Australia for recovery from the allottee.

It must be distinctly understood, however, that action in all cases of this nature is to be decided by the Chief Paymaster, and that no alteration of an allotment on this account is to be made by Pay Representatives in the Field until advice is received from the Chief Pay Office to the effect that the District Paymaster has notified his acceptance of that portion of the overdraft which has been transferred to him for recovery.

The transfer of these amounts is recorded on a Schedule forwarded to the Allotments Control Section, Central Administration, Melbourne, who will advise by cable the amounts accepted. Notification will then be sent out to Pay Sergeants to enter a credit in the Pay Book of the soldier for that portion of the overdraft so transferred and recovered.

74.—AMENDMENT OF PAYBOOKS.

In all cases when a soldier makes an alteration in his allotment special care must be taken to amend the soldier's Pay Book in accordance with the new allotment submitted, and a certificate furnished that the amendment has been made. Care should also be taken to note that the soldier has sufficient credit in his Pay Book to allow of the allotment taking effect from the date shown, except in the case of a compulsory allotment effected to cover overpayment of separation allowance.

75.—GENERAL.

Particular attention should be shown in completing all the details required to be filled in on the allotment form. In the case of an alteration in allottee the name and address of the original allottee must be furnished, due allowance being made for time to elapse for the cancella-
ALLOTMENTS AND SEPARATION ALLOWANCE.
tion of the original allotment. If the marriage certificate has been produced to the Divisional Paymaster, that fact should be noted on the allotment form, and the date of marriage specified. The printed allotment form is, however, self-explanatory, and care should be taken to complete it fully in accordance with the instructions thereon.

If an amount be deducted from the soldier’s pay for the payment of an allotment to the allottee, as shown in the soldier’s Pay Book, and the soldier complains that the allotment is not being given effect to, a fresh form may be filled in by him containing the same date and particulars as the original allotment, and must be plainly endorsed “Duplicate” by the Pay Sergeant. Evidence should, however, be submitted to the effect that payment is not being made as in many instances it has been proved that the soldier has been in error or else that sufficient time has not been allowed to elapse for the District Paymaster in Australia to have put the allotment into operation.

76.—SOLDIERS’ WILLS.

The will of a soldier becomes null and void after he marries. As the Administrative Headquarters (Estates Branch), London, acts as an Agent for members of the A.I.F. in obtaining wills and holding same on their behalf, it is advisable that Pay Sergeants should draw the attention of a soldier to the necessity of his making a fresh will upon his marriage. Specially printed will forms are issued for this purpose, and may be obtained on application to the Officer i/c Estates Branch, Administrative Headquarters, London.

Soldiers should be reminded that should the present legatee die, a fresh will should be executed. In making out a will the following points should be observed:—

1. The full Christian name or names of the soldier should be set out at length, as indicated on the will form, and his address prior to enlistment should appear as well as his regimental number and unit.

2. The soldier should sign his usual signature on the place indicated on the form in the presence of two witnesses, who should be with him, and who in the presence of each other append their signatures on the place provided for that purpose.

3. The proper date of its execution should be set out on the will.

4. A witness or wife of witness must not be a person taking any interest under this will.

5. If a soldier has already made a will he should state on the will form where same is.

6. If he has a will in his Pay Book he should make a new will on the form issued.
IMPREST ACCOUNTS.
IMPREST ACCOUNTS.

77.—DEFINITION OF IMPREST HOLDER.

The title "Imprest Holder" is applied to the Commanding Officer of a Unit or his nominee appointed in writing to the Paymaster to draw cash for the purpose of paying troops. Wherever possible, the C/O himself should act as Imprest Holder.

When a change of Imprest Holders takes place, the Divisional or Base Paymaster should be advised in writing to that effect and a specimen signature of the new Imprest Holder forwarded him.

78.—REQUISITIONS FOR CASH.

The request to the Divisional or Base Paymaster for Cash is styled a Requisition, and specially printed forms (to be obtained from the Paymaster) must always be used. These Requisitions are forwarded through the C/O of the Unit to the Paymaster some days in advance of the day upon which it is desired to make payment.

The Requisition must be signed by the Officer who will be responsible for the Acquittance of the advance—i.e., the Imprest Holder; in addition, if it is not the intention of the Imprest Holder to personally draw the money in support of such Requisition, the Officer to whom this duty has been detailed will sign on the line provided under the words, "Signature of Officer authorised to draw."

Upon the advance being received from the Paymaster, the Requisition will be completed by the Officer drawing such advance signing for the amount received in the space provided.

79.—CASH ADVANCES.

All requisitions in the Field should be made to and cash obtained from Australian Divisional Paymasters, Staff Paymaster attached Australian Corps, Australian Paymaster, Boulogne, or Australian Paymaster, Rouen.

When units receive instructions to move into another area, they should advise their Paymasters in advance of pay day the map location
IMPREST ACCOUNTS.
of the new area. The Divisional Paymaster will then arrange to pay the unit himself, or arrange with the Paymaster attached Australian Corps for another Australian Paymaster to pay. Units cannot draw from another Paymaster without first obtaining the consent of their own Paymaster.

The Officer who signs the Requisition as Imprest Holder is held responsible, in all cases, for the acquittance of the advance; he cannot transfer his responsibility to any other Officer, nor will the receipt for the transfer of any portion of that advance to another Officer relieve the Officer who requisitioned from the responsibility. All refunds of Cash (i.e., unexpended portions of an advance) must be returned to the Paymaster who made the advance, or to the nearest Australian Paymaster, within 48 hours of receipt of advance. No further advance will be made by a Paymaster until the previous advance is adjusted. Requisitions for cash should be calculated as near as possible to the actual amount required.

80.—CASH BOOK.

Every Officer who requisitions and receives cash for pay purposes is an Imprest Holder, and must keep a permanent record of his transactions. For this purpose a Cash Book will be supplied on application to the Divisional Paymaster, Australian Paymaster, Boulogne or Rouen, or Chief Pay Office, London. This Cash Book should as often as convenient be audited at the Chief Pay Office, London. This clears the Officer of all further responsibility for the period certified.

81.—ACQUITTANCE ROLLS.

Acquittance Rolls must be forwarded to the Paymaster from whom the advance was obtained within 48 hours after the receipt of the cash (vide A.I.F. Orders, 11th May, 1916).

Where in extreme urgency the advance has been obtained from an Imperial Cashier, the Acquittance Rolls in support of such advance should be forwarded (accompanied by Imprest summary statement in duplicate, giving details of the advance) to the Australian Paymaster of the formation to which the unit belongs.
The Officer who signs the Requisition for Cash as the Imprest Holder must countersign all Acquittance Rolls paid out of his advance as Imprest Holder, whether he himself paid them or not. This is important, as otherwise there is a possibility that his Imprest Account may not be credited with the payments made out of his advance.

Duplicate Acquittance Rolls should be retained by Imprest Holders for two months, and then forwarded to the Chief Paymaster, Administrative Headquarters, A.I.F., London.

The responsibility of an Imprest Holder for the safe custody of his duplicate Acquittance Roll does not end with the receipt of the originals by the Chief Paymaster. Until such time as he forwards the duplicates to the Chief Paymaster, Administrative Headquarters, A.I.F., London, he is responsible for their safe keeping.

Duplicate Rolls should be plainly marked "Duplicate" on every sheet, and be supported by a Summary which should be a duplicate of the one forwarded with original Acquittance Rolls.

The following rules must be observed with regard to the compilation of Acquittance Rolls:—

(a) Payment must not be made to members of A.I.F. without Pay Books.
(b) All payments in France may be in multiples of 5 francs.
(c) All Rolls are to bear consecutive numbers.
(d) Men of different Units must be entered on separate and distinct Rolls. In paying troops of other Governments separate Acquittance Rolls for each unit must be used. British, Canadian, or American Officers must not be paid by Imprest Holders. These will be paid where necessary by Paymaster, Australian Corps or Divisional Paymasters.
(e) All entries in Acquittance Rolls must be made in English currency, and in the case of payment in France the amount of francs must also be shown.
(f) All signatures should be carefully checked to see that the spelling as per signature agrees with the name on the Roll. When one man signs on behalf of another, an "Order" must be pasted on the back of the Acquittance Roll concerned. Officers must place their rank after their signature.
(g) Each page of a Roll must be dated and the total of each page carried on to a summary on the last sheet, separate summaries to be made for Imperial Rolls. All additions should be checked
and the total of each page initialled as correct. When a soldier is unable to sign his name, the witness to the mark made by such soldier must not be the person actually making the payment, but must be an independent party. All signatures should be in ink or indelible pencil.

(h) The amounts not signed for are to be deleted, and must not be included in the total of the Acquittance Roll.

(i) All alterations should be properly initialled by the party concerned, and the Officer making the payment. Erasures are absolutely prohibited.

(j) A duplicate roll will not be accepted as an Acquittance unless it is proved that the original has been lost and a certificate is endorsed on the duplicate to that effect by the Imprest Holder.

(k) Extra duty pay must be made out on the prescribed forms only, and on no account on Acquittance Rolls. All calculations must be checked. The name of the Imprest Holder from whose advance the payment on this account is made must be clearly stated on the form.

(l) Special care must be taken that each man’s name, number, rank, and unit to which he was last transferred in Orders (not necessarily the Unit to which he is attached) must be shown.

(m) The Pay Book Number and the Payment Number must be shown against each entry on an Acquittance Roll. If necessary, the “Date” column may be used for Pay Book Number and Payment Number, and the “Rank” column for Regimental Number. The date must then be shown at the foot of the Roll.

(n) The Acquittance Roll should be so drawn up that each sheet contains only names in accordance with the following subdivisions of the alphabet:


- For members of the Artillery and D.A.C., a separate sheet should be commenced for every letter of the alphabet.
IMPREST ACCOUNTS.
When paying members of the following units separate sheets will be required for names commencing respectively with the letter, A—B, C—D, E—G, H—K, L—M, M—, N—R, S—T, U—Z.

Engineers— D.U.S.
N—Z, A.M.T. Coys.
A.S.C.
Bakeries.
Butcheries.

For Flying Corps and Salvage Corps, A—Z.

For the following units, separate sheets will be required for names commencing respectively with letter A—B, C—E, F—J, K—M, N—R, S—T, U—Z.

Hospital Ships.
Hospitals.
Casualty Clearing Stations.
Nurses.
Convalescent Depots and Homes.
Dental Corps.
Field Ambulances.
Sanitary Sections.

N.C.O.'s and men of Divisional and Corps Headquarters may be grouped on one Acquittance Roll.

Payments to Officers to be shown on separate Rolls subdivided:


The foregoing instructions as to subdivision of Rolls are subject to alteration—see amended Ledger Box Guides issued from time to time.

Imprest Holders must be careful to see that each man's Name and Pay Book Number and the parent unit to which he belongs at the date of payment, according to page 1 of his Pay Book, are shown. If the correct Pay Book Number is quoted, it is always possible to trace the payee. The attention of Imprest Holders who pay mixed Units is specially directed to this point.

In future every effort will continue to be made to trace payees erroneously or insufficiently described on the Acquittance Roll. But,
IMPREST ACCOUNTS.
167

if, through the Imprest Holder's neglect in omitting to quote, or carelessness in wrongly quoting the Pay Book Number, the payee cannot be traced, the personal Pay Account of the Imprest Holder will be debited with the amount paid to the untraceable party.

82. — ERRORS IN ACQUITTANCE ROLLS.

When an error is discovered in an Acquittance Roll in the Chief Pay Office, a memo is immediately despatched to the Imprest Holder through the Divisional Paymaster, giving full particulars. Upon receipt of this memo the Imprest Holder will amend his Cash Book accordingly.

83. — IMPREST ACCOUNTS DIRECTLY CONTROLLED BY CHIEF PAY OFFICE.

For all A.I.F. Units and Depots in the United Kingdom which do not come within the area of the Staff Paymaster, A.I.F., Tidworth, it will be necessary for the O.C. to open an Imprest account direct with the Chief Paymaster, A.I.F., London. For the satisfactory working of the Imprest account it will also be necessary for the O.C. to open a banking account with a local bank, through which account transactions pertaining to the Imprest account will pass.

When an Imprest Advance is required, it will be necessary to forward to the Chief Paymaster, London, an Army Form N.1487, “Requisition for Cash,” for the amount required, basing the figure on an advance of 30s. for all ranks at each fortnightly pay. This form must be signed by the O.C. of the Unit, and should also state the bank with which the account has been opened. A cheque will then be forwarded to the credit of the Imprest Holder at the bank stated.

When money is required for pay, the Imprest Holder will draw upon his bank account to meet his requirements. If there is any balance over after pay has been made, it is necessary to refund this balance to his bank account. Within 48 hours after pay has been made, the Imprest Holder must forward the completed Acquittance Rolls, together with a summary, also a “Requisition for Cash” for amount of rolls forwarded and signed by the O.C. of Unit. After the rolls have been checked in this
Office, cheque will be forwarded to the credit of the Imprest Holder, and he will be advised accordingly. This will have the effect of keeping the Imprest at the amount originally advanced.

All vouchers other than Acquittance Rolls must be forwarded to the Chief Paymaster, London, prior to being paid. When vouchers have been passed for payment and returned to the Imprest Holder, they can then be paid out of Imprest Account and forwarded for reimbursement, together with a summary, when a cheque will be forwarded to the credit of Imprest Holder.

A Cash Book showing each amount paid into the bank by the Chief Paymaster, and on the opposite side each cheque drawn for pay and vouchers separately, must be kept. A sub-advance can be made from Imprest for the purpose of postages, and a return for postage stamps expended will be made on Army Form No. 1960 when reimbursement is required.

For the purpose of Audit it is necessary for Imprest Accounts to be adjusted monthly. All cash in hand, including balance of postage account, is to be refunded to the Imprest Holder's bank account, and a Banker's Certificate of the Bank Balance is to be forwarded to the Chief Paymaster, A.I.F., together with Acquittance Rolls and vouchers. The total of rolls, vouchers, and the Bank certificate should represent the amount of Imprest advance. It will also be necessary for the Imprest Holder to forward a copy of the Cash Book, showing receipt and expenditure for the period, and a "Requisition for Cash" for a fresh advance. It is imperative that the account be adjusted before a new advance can be given.

It should be noted that Cheque Books for banking accounts of Government monies are exempt from the Inland Revenue Stamp. Imprest Holders should therefore apply to their Bank for unstamped Cheque Books.

In all other respects, the general instructions as to the keeping of an Imprest Account, compilation of rolls, etc., apply also to English Imprest Accounts.

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GENERAL

84.—Conversion.

All entries in soldiers' Pay Book must be made in English Currency.

The conversion must be calculated at the ruling rate of exchange as at the date of payment, irrespective of the date on which the Officer obtained the advance.
IMPREST ACCOUNTS.
The rate of exchange is promulgated through Divisional Routine Orders three days before the end of each month. Conversion tables compiled for the guidance of Imprest Holders are obtainable on application from Australian Divisional Paymasters, or the Australian Pay Offices, at Rouen and Boulogne.

**The Official Rates of Exchange—France.**

**Aug., 1914—March, 1918.**

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85.—Cash in Effects.

Cash in Effects should not be used to pay troops, and consequently should not be entered in the Cash Book. Cash in Effects should be handed direct to the Divisional Paymaster, with full particulars of the Regimental Number and name of the soldier to whose account it should be credited, and the Pay Book Number when available.

(*Vide* A.I.F. Order 841.)
REMITTANCES BY MEMBERS OF THE A.I.F.
REMITTANCES BY MEMBERS OF THE A.I.F.

86.—REMITTANCES OF CASH OR UNDRAWN PAY.

Members of the A.I.F. may transmit to anyone in Australia or to dependants only in the United Kingdom a portion (not exceeding 4.5ths) of their undrawn or unallotted active pay by completing Army Form O.1727 (as amended for A.I.F. use).

Cash will also be received by the Divisional Paymasters, Base Paymasters or the Chief Pay Office for transmission to Australia or England, or to any member of the A.I.F.

Army Forms O.1727 must be rendered in duplicate, and care be taken to have the particulars legibly written and duly signed by the soldier making the remittance.

In cases of remittances to Banks the Account Number, if possible, should be stated; where remittances are payable to Commonwealth Bank of Australia, it should be stated whether the remittance is to be paid to the Savings Bank Department or to the General Banking Department. If a new account is to be opened, specimen signatures in triplicate should be attached to application. The specimen signatures should be witnessed by a Pay representative.

Remittance forms should be forwarded to the Chief Pay Office through a Divisional or Base Paymaster, but if this is not practicable, as in the case of Units stationed in England, they may be sent to the Chief Pay Office, London, direct.

A certificate to the effect that the remitter has the necessary credit, and that the amount of the remittance has been duly entered in his Pay Book must be endorsed on the remittance application form and signed by a Pay representative. The Pay Book number, and, if a remittance of Undrawn Pay, the Payment Number, must also be stated.

No remittance of undrawn or unallotted pay shall be made by members of the A.I.F. to any Banking institution or persons other than dependants in the United Kingdom, vide A.I.F. Order of 20th September, 1916. Where a remittance is payable in the United Kingdom, Army Form O.1727 must be endorsed to the effect that the payee is a dependant on the soldier, which certificate must be signed by the soldier making the remittance. Disciplinary action will be taken against a soldier making a false declaration of dependency.

The rule regarding dependants stated above does not apply in the case of remittances of officers or members of the A.A.N.S.
REMITTANCES BY MEMBERS OF THE A.I.F.
Before a remittance application is dealt with in the Chief Pay Office, the Pay Ledger account of the applicant is examined in order to ascertain if sufficient credit exists therein to permit of the remittance being completed. It frequently happens that whilst the Pay Book of a soldier contains sufficient credit, his Pay Ledger account in the Chief Pay Office is not in credit, due possibly to forfeitures appearing in the Pay Ledger account that have not been entered in the Pay Book or to a discrepancy between the nett rate as per Pay Book and Pay Ledger account. In these cases the Paymaster will be advised as soon as possible that the remittance has not been forwarded and the reason therefor.

Remitters should bear in mind that for remittances payable in Australia it takes from 8 to 10 weeks to complete, i.e., from the time the remittance is despatched from this Office until paid in Australia.

Remittances payable in the United Kingdom are forwarded within 48 hours after receipt.
REMITTANCES TO MEMBERS OF THE A.I.F.
REMITTANCES TO MEMBERS OF THE A.I.F.

87—CASH REMITTANCES RECEIVED BY CHIEF PAYMASTER FOR PAYMENT TO MEMBERS OF THE A.I.F.

Commonwealth Bank Payment Warrants.

A.I.F. Order 1064, dated 16.1.18, reads as follows:—

"With reference to A.I.F. Order 849, of 11th September, 1917, it is hereby notified that the procedure therein set out in regard to remittances received by banks or other agencies on behalf of members of the A.I.F. will henceforth be varied in the case of the Commonwealth Bank of Australia as follows:—

1. Except where specifically so instructed, the Commonwealth Bank will not pay to the Chief Paymaster cash remittances received on behalf of members, as formerly, but will forward direct to the Payee in the field a specially devised Payment Warrant for the amount of the remittance, which may be cashed as hereinafter provided.

2. (a) Where possible, Imprest Holders will cash the Warrants referred to from their Imprest funds, but only on pay days, no cash being carried over for the purpose, and they will regard the cashed warrants as portion of the cash refund returnable to the Paymaster of the formation.

(b) Where the Imprest Holder has not sufficient cash or change available, or where the Paymaster of the formation is on the spot, the Warrants will be cashed by the Paymaster.

(c) Warrants will not be transferable nor negotiable, and will be payable only to the Payee therein named in person. The receipt at the foot of the Warrant must be signed by the Payee in the presence of the Paying Officer at the time the money is paid over; and, at the same time, the Paying Officer will complete the certificate of identity on the back of the Warrant, taking strict care to ensure that the person presenting the Warrant for payment is identical with the Payee therein named.

(d) No entry will be made in the Pay Book in regard to payments made on Warrants except where the recipient desires the amount to be lodged to the credit of his pay account as hereinafter provided.
REMITTANCES TO MEMBERS OF THE A.I.F.
3. (a) Where the Payee named in a Warrant does not desire at once to draw its cash equivalent, the amount thereof may be received by the Imprest Holder or the Paymaster concerned for credit to the Pay Ledger account of the Payee a corresponding credit entry will be made in the Pay Book by the Pay Representative attached to the Unit, and the Warrant will be forwarded, together with advice as to the action taken, to the Paymaster of the formation. The number of the Warrant should be quoted against the credit entry in the Pay Book.

(b) The amount of any Warrant lodged to the credit of the Payee as above will not be employed except at the desire of the soldier, in the liquidation of any overdraft that may exist on his pay account, but may be withdrawn by him at any time upon his signing an Acquittance Roll in the manner prescribed in and subject to the provisions of A.I.F. Order No. 849.

4. The procedure in regard to cash remittances received on behalf of members of the A.I.F. by banks or agencies other than the Commonwealth Bank of Australia will be as provided in A.I.F. Order 849 of 11th September, 1917.

Other Banks and Institutions.

A.I.F. Order 849 reads as follows:—

"Arrangements have been made for the transmission by the Chief Paymaster to members of the A.I.F. of any cash remittances paid in by the various banks and agencies for that purpose.

This practice, whilst safeguarding the interests of the Government, also protects the soldier, and affords him the convenience of being able to retain the remittance on his Pay Book until it is required by him. The C.P.M. will take immediate steps to have this amount entered as a credit in the Pay Book of the soldier by the Paymaster of the formation. This credit may be withdrawn by the soldier on demand in the usual way by his signing an acquittance roll, irrespective of the drawing restrictions or of the position of his account.

This credit, when withdrawn, must be drawn by the soldier "in toto," unless his pay account be overdrawn, in which case he may, if he so desires, withdraw portions only of this remittance from time to time."
Members of the A.I.F. who cable for, or are expecting remittances of money from Australia or elsewhere, should forward their present address to the Administrative Headquarters, London, and should keep those Headquarters advised of any change of address until the receipt of the remittance. This will ensure the Chief Paymaster's advice reaching the pay representative nearest to the member concerned at the earliest possible moment.

The only persons authorised to make the credit entry in the Pay Books are Paymasters or their representatives, and the 'Credit Advice Number' must invariably be quoted therein.”

88.—GENERAL.

Imprint Holders will treat Commonwealth Bank of Australia Payment Warrants cashed by them from their Imprint advances as portion of their Imprint advances to be refunded to the Paymaster, and the Paymaster will similarly show the total of such paid Warrants under the Cash Refund column of his Imprint Return to the Chief Pay Office.

Immediately an amount is received by the Chief Pay Office for payment to a soldier, the latest address of the soldier is ascertained, and a credit advice despatched to the Paymaster of his formation on the same day. Soldiers who are expecting money in this manner should therefore advise the Officer i/c Records, Administrative Headquarters, A.I.A., London, of their latest address. No mention, however, should be made in this advice of the expected remittance. Any subsequent correspondence should be forwarded to the Chief Pay Office, but in all cases the soldier should first ascertain from his Bank or Agent whether the money has actually been paid over to the Chief Pay Office, and the date of such payment should be shown.
REGIMENTAL FUNDS.
89.—REGIMENTAL FUNDS.

Under A.I.F. Order No. 336, dated 21st October, 1916, all Regimental Funds must be deposited with the Chief Paymaster, who acts as banker for the Unit. Expenditure of these funds is subject to certain conditions, which are laid down in the following A.I.F. Orders:

Regimental Funds. (A.I.F. Order No. 336, dated 21.10.16.)

-CONTROL.

It having been decided that departmental control be exercised over the custody and disbursement of Regimental Funds, the following rules have been approved to come into operation for which:

(i.) Balances of Regimental Funds in the hands of Commanding Officers will be paid forthwith to the Chief Paymaster, either direct or through the Divisional Paymasters.

(ii.) All further monies received by a Commanding Officer for the benefit of his Unit must be paid as received to the Chief Paymaster, and full particulars detailing the source of receipt, etc., furnished at the time deposit is made.

(iii.) The Chief Paymaster will hold same in trust for the Unit concerned. Advances may be obtained as under:

(a) From the Divisional Paymasters or Australian Paymasters, Salisbury Plain, by means of a Requisition signed by the O.C., and endorsed “Trust Account.”

(b) From the Chief Paymaster, the Base Pay Office, Paris, Rouen or Boulogne, or the Egyptian Section of the Staff Pay Office by means of an order signed by the O.C. and Adjutant or other officer.

Applications as above should state the purpose for which the advance is required.

(iv.) Commanding Officer will record all receipts and disbursements on account of Regimental Funds in a cash book, and will forward a copy of same monthly, together with supporting vouchers, to the Auditor, A.I.F., Administrative Headquarters, 130, Horseferry Road, Westminster, London, S.W. 1.

(v.) Regimental Funds include all monies received by a Commanding Officer to be expended for the benefit of the Unit, such as Canteen Rebates, proceeds of sale of refuse, donations, etc., but do not for the above purpose include Officers' and Sergeants' Mess Account, etc.
REGIMENTAL FUNDS.
Expenditure. (A.I.F. Order No. 458, dated 17.1.17.)

It has been noticed that certain expenses for motor car hire on official business have been charged to Regimental Funds. This is quite wrong and must cease. If the hiring of motor cars is necessary they should be paid for in the ordinary way by the Chief Paymaster, and if they are not necessary for the expeditious conduct of the affairs of the Unit they should be paid by the officer incurring them.

On and from 1st January, 1917, any expenses wrongly charged to Regimental Funds will be at the risk of the person incurring them.

(A.I.F. Order No. 541, dated 20.3.17.)

With reference to A.I.F. Order No. 458, of 17.1.17, some uncertainty still appears to exist as to the expenditure that may be correctly charged to the Regimental Funds of a Unit.

In future, expenditure for items such as Orderly Room stationery and equipment, motor car hire, and other official expenses will not be allowed. These funds, which include donations, canteen profits, and rebates, profits from ventures such as cinemas, barbers' shops, etc., may be spent at the disposal of the C.O. upon amusements, recreations, extra messing, and for any purpose which has for its object the comfort and benefit of the Unit as a whole.

Purchase of Typewriters. (A.I.F. Order No. 914, dated 16.10.17.)

Subject to sufficient funds being available, authority is given to each Unit of the A.I.F. to purchase typewriters from Regimental Funds. Units desiring to purchase typewriters from these funds will advise A.D.O.S., A.I.F. Administrative Headquarters, London, who will arrange for purchase of machines available on the market at the time of demand. Units will certify either—

(a) That the Unit is not in possession of a typewriter.

(b) That the typewriter now in possession of the Unit is unserviceable and requires to be replaced.

Authority is also given to purchase necessary typewriter supplies, which must be kept down to a minimum.

A.I.F. Orders Nos. 458 and 541 of 17.1.17 and 20.3.17 respectively, in so far as they forbid the purchase of typewriters and typewriter supplies from Regimental Funds, are hereby cancelled.
King's Regulation 104—Audit. (A.I.F. Order No. 866, dated 21.9.17.)

In future it will not be necessary for Commanding Officers to carry out the provisions of King's Regulation 104 as far as the Audit of Regimental Funds is concerned. This Order does not apply to Officers' and Sergeants' Mess accounts or to canteen accounts, for which the C.O. will still be held responsible.

90.—GENERAL.

A Regimental Funds and Trust Accounts Ledger is kept at the Chief Pay Office for Regimental and Trust Funds, and a Passbook is issued for every account. Books of numbered Requisition Forms are also issued for the purpose of drawing on the funds, but as the conditions in France and the United Kingdom are dissimilar, it has been found necessary to adopt a different modus operandi in each country as follows:—

(a) Units in France.—The Pass Book issued in connection with every Regimental Funds Account is held by the O.C. of the Unit or in the case of certain Divisions by the Paymaster on behalf of the Officers Commanding.

Withdrawals from or payment into Regimental Funds Accounts are effected through the Paymasters in the Field, and the Pass Books must be produced to the Paymaster every time it is desired to operate.

When a Unit is desirous of having an account in England paid by the Chief Paymaster from its Regimental Funds, a Requisition is made out on the Official Form, and is transmitted through the Divisional or Base Paymaster, who will, before forwarding same to the Chief Paymaster, enter the amount in the Pass Book. Payments to the credit of a Regimental Funds Account are also made through the Divisional or Base Paymasters, and must be entered in the Pass Book by the Paymaster at the time. All credit or debit entries made in Pass Books by a Paymaster must have his stamp and signature against them in the column provided for the purpose.

If a Passbook is lost or destroyed, the C.O. of the Unit must immediately report the loss to the Divisional or Base Paymaster, and submit a statement setting forth the circumstances under which the book was lost. The Paymaster will then issue a new book, leaving the first line blank for the insertion of the balance which he will obtain from the Chief Pay Office.
REGIMENTAL FUNDS.
On 30th June and 31st December of each year all Regimental Funds Pass Books must be forwarded to the Divisional or Base Paymasters, who will issue in lieu thereof certificates showing the balances in the books. Deposits and withdrawals in the interval until the Pass Books are returned will be endorsed on these certificates, and will afterwards be entered up in the Pass Books by the Paymasters before returning books to the Units. The Pass Books will be forwarded by the Paymasters to the Chief Pay Office to be audited.

Statements of all transactions in connection with every Regimental Funds Account, accompanied by supporting vouchers, must be rendered monthly to the Auditor, A.I.F. Administrative Headquarters, London, by O'sC. Units.

(b) Units in United Kingdom.—Pass Books will be written up monthly at the Chief Pay Office from the Ledger Accounts, and will be forwarded to C.O.'s Units for verification. When he receives the Pass Book the C.O. will verify same, and, if correct, will signify his concurrence with the balance by signing in the space provided for the purpose, and at once return the Pass Book to the Chief Paymaster.

Requisitions for withdrawals from Regimental Funds Accounts must be forwarded through the nearest Australian Paymaster, or where there is no local Paymaster, direct to the Chief Paymaster, London.

Statements of all transactions in connection with every Regimental Funds Account, accompanied by supporting vouchers, must be rendered monthly to the Auditor, A.I.F. Administrative Headquarters, London, by O'sC. Units.
GRATUITIES—AWARDS AND DECORATIONS.

91.—GRATUITIES, ANNUITIES OR PENSIONS PAYABLE IN RESPECT OF DECORATIONS AWARDED TO SOLDIERS OF THE A.I.F.

The following is a copy of the Draft Order submitted to Department of Defence, Melbourne, for promulgation as a Military Order.

"His Majesty's Imperial Government have been pleased to extend to the Australian Imperial Force the provisions, as herein modified, of Articles 775, 782, 784, 1157, 1230, and 1235 of the Royal Pay Warrant, and amendments thereof, in respect of the pecuniary grants which follow the award of decorations for bravery, gallant or distinguished conduct, or meritorious service, and to approve the payment to soldiers who are awarded the Victoria Cross, Military Cross, Distinguished Conduct Medal, or Meritorious Service Medal, gratuities, annuities, or pensions as follows:—


(a) A special pension of £10 a year shall be granted to every warrant officer, non-commissioned officer or man who receives the Victoria Cross from the date of the act of Bravery by which the decoration has been gained. An additional pension of £5 a year shall be granted for each bar added in consequence of further acts of bravery.

In the event of an annuitant being unable to earn a livelihood in consequence of age or of infirmity occasioned by causes beyond his own control, the Imperial Army Council may, at their discretion, increase the amount of the annuity provided that the total amount of the annuity thus increased, together with any other pension received from public funds, shall not exceed £50 per annum, inclusive of any amount payable by the Commonwealth Government.

(b) Upon discharge from the A.I.F. with an Australian War pension, an additional pension of 6d. per day may be granted to a soldier who is in possession of the Victoria Cross.


(a) A warrant officer who has been awarded the Military Cross shall be paid a gratuity of £20 on promotion to a commission, or on discharge without pension; and an additional gratuity of £20 shall be paid for each bar added.
GRATUITIES—AWARDS AND DECORATIONS.
In the event of the death of such warrant officer prior to the receipt by him of the gratuity, or any additional gratuity, any amount remaining unpaid will be credited to the soldier's pay ledger account and will form part of his estate distributable according to the terms of his Will, or according to the Laws of Intestacy, as the case may be.

(b) Upon discharge from the A.I.F. with an Australian War pension an additional pension of 6d. per day may be granted to a warrant officer who is in possession of the Military Cross.

3. Distinguished Conduct Medal.

(a) A warrant officer, non-commissioned officer, or man who has been awarded the Distinguished Conduct Medal, shall be paid a gratuity of £20 on promotion to a commission, or on discharge without pension; and an additional gratuity of £20 shall be paid for each bar added.

In the event of the death of any soldier affected by this provision prior to the receipt by him of the gratuity, or any additional gratuity, any amount remaining unpaid will be credited to the soldier's pay ledger account and will form part of his estate distributable according to the terms of his Will, or according to the Laws of Intestacy, as the case may be.

(b) Upon discharge from the A.I.F. with an Australian War pension, an additional pension of 6d. per day may be granted to a soldier who is in possession of the Distinguished Conduct Medal.


No gratuity or annuity is payable in respect of this decoration except that, upon discharge from the A.I.F. with an Australian War pension, an additional pension of 6d. per day may be granted to a soldier who is in possession of the Meritorious Service Medal if awarded in respect of gallant conduct and deemed to merit such additional pension.

5. Military Medal.

No gratuity, pension or other pecuniary grant is payable in respect of the Military Medal.
Conditions, etc.

6. The following further conditions and regulations will govern the payment and award of the pecuniary grants hereinbefore referred to:

(i.) In the case of a soldier serving with the A.I.F. abroad, the amount of any pecuniary grant to which he may be entitled prior to discharge, will, as it becomes due, be credited to his pay ledger account by the Chief Paymaster and may be drawn by the soldier through his Pay Book.

(ii.) In the event of a soldier being discharged abroad prior to the payment of any pecuniary grant or portion thereof to which he may be entitled prior to discharge, the amount of such grant or unpaid portion will be paid to him upon application to the High Commissioner for Australia, London.

(iii.) In the case of a soldier who is returned to Australia for discharge prior to the payment of any pecuniary grant or portion thereof to which he may be entitled prior to such discharge, the amount of such grant or unpaid portion will be paid to him by the Commonwealth Department of Defence.

(iv.) The amount of any annuity, pension or additional pension, accruing to a soldier after his discharge, will be paid to him by the Commonwealth Pensions Department.

(v.) The additional pension of 6d. per day, payable as in paras. (1) (b), (2) (b), (3) (b), and (4) of this order, will only accrue in respect of the first decoration awarded, and will not be payable in respect of subsequent decorations or bars added to decorations; nor will any gratuity be issuable in respect of such further decorations or bars where a pension has been awarded.

(vi.) An officer is not entitled to any pecuniary grant or reward in respect of any decoration gained by him whilst holding commissioned rank; nor will an officer, discharged from the A.I.F. with or without a pension, be entitled to the additional pension of 6d. per day, referred to in paras. (1) (b) (2) (b), (3) (b), and (4) hereof, in respect of any decoration gained by him prior to his promotion to commissioned rank.
92.—CASH IN EFFECTS.

Disposal of. (A.I.F. Order 841, dated 7.9.17.)

The following procedure will hereafter be adopted in the A.I.F.:

(a) All monies found on the bodies or in the effects of deceased members of the A.I.F. will be forwarded by the O.C. Unit to the nearest Australian Paymaster, excepting for U.K. The C.O. will forward with the cash a schedule showing the ownership of the money.

(b) The Paymaster will issue to the C.O. an official receipt for monies received, and will account to the Chief Paymaster, A.I.F., for the amounts.

(c) The Chief Paymaster will ensure that such monies are immediately credited to the estates of the deceased Officers or soldiers concerned.

93.—DEBITS TO PAY ACCOUNTS OF MEMBERS OF THE A.I.F.

It is the policy of the Chief Paymaster to hold an acknowledgment from the soldier for every debit which is made in his Pay Ledger Account, except for such debits as may be passed as a result of the finding of a Court Martial or upon instructions from Defence Department, Melbourne.

94.—DEFERRED PAY.

All ranks of the A.I.F. should regard Deferred Pay as non-existent so far as applications for same are concerned. Under no circumstances can Deferred Pay be utilised until the death or discharge of a soldier.
95.—MEMBERS OF THE A.I.F. IN IMPERIAL HOSPITALS IN GREAT BRITAIN.

Army Council Instruction 1095 of 1917 states inter alia—

“Soldiers in hospital may receive, at the discretion of the Officer i/c, cash payments at a rate not exceeding 3s. 6d. per week. Payments will be entered in the soldier’s Pay Book, and when possible should be signed by the Paying Officer. Personal or written application for pay must not be made to the Chief Paymaster, A.I.F.”

96.—OFFICERS’ CLOTHING ISSUES.

Imperial Ordnance Stores in France.

Officers may draw clothing and necessaries at any store in France on repayment. In this connection, G.R.O. 2761, 30.10.17, by Commander-in-Chief, British Armies in France, reads as follows:—

"Issues on Payment to Officers.

In order to facilitate the accounts of all issues of equipment and clothing on repayment made to Officers of the Imperial Forces in this country (France and Belgium), and to avoid the correspondence and difficulties which at times arise under the present system in tracing the Officers who have made these purchases, some means of identification will in future be required of all Officers desirous of obtaining clothing or equipment on repayment from the A.O.D.

In the case of Australian and New Zealand Officers their Pay Books will be produced, and the cost of issues made to these Officers on repayment will, in future, be entered in their Pay Books by the Ordnance Officer making the issue, and the Pay Book Number and payment number will be entered on A.I. W.3225.

No issues on repayment will be made to Officers in future unless these instructions are complied with."

Imperial Ordnance Stores in England.

Officers may draw clothing, etc., at the Royal Clothing Army Depôts in England, but must pay cash for their purchases, vide also A.I.F. Order 655 of 22nd May, 1917.
A.I.F. Clothing Store, 99, Horseferry Road, London, S.W.

Officers may draw clothing, etc., at this Store on repayment through their Pay Books. They must have the necessary credit in the Pay Book or else pay in sufficient cash to the Chief Pay Office which will be entered as a credit in the Pay Book and thus enable them to draw the clothing required. A.I.F Order No. 832, dated 4th September, 1917, reads as follows:—

"An Issue Store for Officers of the A.I.F. has been established at 99, Horseferry Road, London, immediately opposite Administrative Headquarters, and purchases of every description of uniform clothing, etc., may be made on and after Saturday, the 1st September, 1917.

It must be distinctly understood that under no circumstances will issues be made but direct to Officers attending the store, who will be required to present their Pay Books for the entry of charges. Cash Payments will not be accepted. Application by post or messenger will not be entertained, nor will deliveries be made of stores purchased."

It is to be noted that all amounts charged to soldier's Pay Ledger Accounts by the Chief Paymaster are debited against the active and not the deferred pay of the soldiers.

97.—PRISONERS OF WAR—FINANCIAL ARRANGEMENTS.

Officers.

Different financial arrangements have effect in the various enemy or neutral countries in which Prisoners of War are interned. Each country will, therefore, be dealt with separately.

Germany.

Officer Prisoners of War are paid under Hague Convention Rules by the German Authorities as follows:—

<table>
<thead>
<tr>
<th>Rank</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenants</td>
<td>60 marks per month</td>
</tr>
<tr>
<td>Captains and upwards</td>
<td>100</td>
</tr>
</tbody>
</table>

(N.B.—The value of a mark ranges from 6d. to 1s. according to the rate of exchange.)
These payments are calculated at the current rate of exchange, and debited to the Officer's Pay Account kept in the Chief Pay Office. Officers pay the German Authorities for the cost of their food, and their accounts are credited with 1s. 9d. per day representing the allowance in lieu of the rations they would receive were they on Active Service.

Officers may also draw upon the Chief Paymaster through the Agencies of the American Express Co. throughout Germany, sums not exceeding £10 per month, irrespective of the state of their pay accounts. These cheques are honoured by the Chief Paymaster and debited to the accounts of the soldiers.

Officers in Germany may correspond with the Chief Pay Office, London, in connection with their pay matters, and if they so desire, may make a small allotment in favour of the Australian Red Cross Society or other institution towards the cost of parcels sent them.

All Flying Officers on Active Service of the A.I.F. are provided with Commonwealth Bank of Australia cheque books, which, however, must not be used except in the event of the officer being captured. These cheque books contain the following instructions:

1. Except where the officer has a regular current account with the Commonwealth Bank of Australia, the cheques from this book will not be honoured by the Bank unless drawn by an Officer Prisoner of War.

2. Except the officer has a regular current account with the Bank the amount drawn must not exceed £10 per month.

3. Cheques drawn by an Officer who has not a current account with the Commonwealth Bank of Australia will be presented by the Bank to the Chief Paymaster, A.I.F., who will reimburse same from the pay accounts of the Officers drawing the cheque.

4. Fresh Cheque books may be obtained by Officer Prisoners of War on application to the Chief Paymaster, A.I.F., London.

Turkey.

Under Hague Convention Regulations Officers imprisoned in Turkey receive advances of pay from the Turkish Government ranging from 4 Turkish lira to 13 Turkish lira per month, according to rank. The value of a Turkish lira fluctuates constantly, but is approximately 18s.

Officers in Turkey also receive in cases of necessity small advances not exceeding 5 lira monthly from a Relief Fund administered by the Netherlands Embassy on behalf of the Imperial Authorities. Officers may also allot up to £2 per month of their pay towards the cost of parcels.
Switzerland.

Officers repatriated to Switzerland from Germany are lodged in hotels and pensions at the cost, in the first instance, of the Imperial Government. The Swiss Government, by arrangement with the Imperial Authorities, makes advances of pay to Officers at the following monthly rates:—

Captains and above ... ... 120 Swiss francs,
Officers below the rank of Captain 72 ... ... 

(N.B.—The value of a Swiss franc is approximately 1s.)

The Officers pay accounts are debited with these advances automatically. In addition, their accounts are charged with the cost of board and lodging at 7 s. per day, whilst at the same time they are credited with subsistence allowance at 5s. per diem, in addition to pay and field allowance.

Officers of the A.I.F. interned in Switzerland may draw upon the Chief Paymaster up to four-fifths of the credit on their pay accounts. This may be done either through the Senior British Officer i/c Interned, British Legation, Berne, or through a Swiss Bank.

Holland.

A similar system to that in force in Switzerland exists in the case of Officers transferred to Holland.

N.C.O.'s AND MEN.

Germany and Turkey.

N.C.O.'s and men do not receive pay from the Captor Government whilst Prisoners of War. They may make allotments varying from 10s. monthly for privates to £1 monthly for W.O.'s, to the Australian Red Cross Society or similar institutions towards the cost of additional comforts. Cash may be remitted to N.C.O.'s and men, but it is understood that they have little facility for spending same, and that the Commandant of the Internment Camp has discretionary power to say whether it will be paid to the soldier to whom it is remitted or returned to the sender. In any case it is not handed to the Prisoner of War in the form of enemy currency, but its equivalent in counters or chits is given him.

The Chief Paymaster will forward, at the request of a Prisoner of War, small sums not exceeding £2 monthly, to him through the Australian Red Cross Society.
MISCELLANEOUS.

The Chief Pay officer of the Government of Switzerland is responsible for the payment of salaries and allowances to the personnel of the army. In case of the death of a soldier, the amount of the salary due shall be paid to their legal representatives. (N.B.-)

The wealth of the nation is derived from their contributions, and through the efforts of the Bernese people.

98.—The amount of the salary due to the soldier will be paid to their legal representatives. (N.B.-)

On the date of the account, the soldier will receive the full amount due.
Switzerland.

N.C.O.'s and men transferred to Switzerland are paid by the Swiss Government as follows:

W.O.'s, Sgts., and N.C.O.'s of higher rank

Corporals and Privates

25 francs. per month.

12 francs.

(N.B.—A Swiss franc is worth approximately 1s.)

Their board and lodging is provided at the expense of the Commonwealth Government. N.C.O.'s and men may also obtain small advances from their pay accounts in the Chief Pay Office by making application through the Officer i/c British Interned in Switzerland, British Legation, Berne.

GENERAL.

The Undrawn Pay of all Prisoners of War will be remitted by the Chief Paymaster as they desire, subject to the Regulations applying in the case of remittances by members of the A.I.F. on Active Service. The amount of cash which may be transmitted to Prisoners of War in enemy territory is limited by War Office Regulations to £25 per month in the case of Officers and £5 in the case of other ranks. The pay and Field Allowance of Officers and the pay of other ranks continues as if they were on active service, unless it shall be proved before the Court of Inquiry referred to in Section 136 Field Service Regulations, para. 2 that the soldier was taken prisoner through neglect or misconduct on his own part.

98.—TRANSFER STATEMENTS OF ACCOUNTS FROM AUSTRALIA.

On the day prior to a soldier returning to Australia, his Pay Ledger Account in the Chief Pay Office closes, and the balance remaining at that date is transferred to Australia on a form known as a Non-Effective Statement.

The District Paymaster in Australia takes this balance into account, and when the soldier re-embarks for abroad a statement is prepared by the District Paymaster showing the total transactions on the Pay Ledger Account during the period the soldier was on Australia's pay, e.g., from
MISCELLANEOUS.

the day of and showing the into consideration Credit Earned.

From the opened in the soldier's account original entry transferred to

A soldier and subsequent Books, may and credits (al)

The Pay agreement, and Credit entered in Pay

The Pay date of outgoing this total V

Style Pay, debits from and must be

These with the 

The by in the soldier

Under into account Force.

99.—TRI

WAY

Shoul soldier has collected soldier as
the day of embarkation for Australia to day prior to re-embarkation, and showing the balance on the account at such date or re-embarkation, taking into consideration the figures of our Non-Effective and the payments and Credit Earnings in Australia.

From date of second embarkation a new Pay Ledger Account is opened in the Chief Pay Office, and in order that the same should show the soldier's actual financial status with the Department as from date of original embarkation, the balance referred to in previous paragraph is transferred to the new Pay Ledger Account.

A soldier who has returned to Australia for change or sick furlough and subsequently re-embarked prior to the issue of the new style Pay Books, may have continued to use his original Pay Book showing debits and credits from first embarkation.

The Pay Ledger Account and Pay Book will, therefore, not be in agreement, and in cases of this description an Earnings Reduction Memo and Credit Advice will be compiled and the amounts shown therein entered in Pay Book.

The Earnings Reduction Memo will comprise the total Credits from date of original embarkation to day prior to new ledger card opening, and this total will be deducted from the total of Credits appearing in New Style Pay Book. The amount of Credit advice will represent the total debits from original embarkation to day prior to new ledger card opening, and must be deducted from the Total of Debits in the Pay Book.

These entries will reduce the totals of the pay book so as to agree with the totals appearing on new ledger account.

The balance of account at re-embarkation will then be recorded in the soldier's Pay Book.

Under no circumstances is the Deferred Pay of a member brought into account until his death or discharge from the Australian Imperial Force.

99.—TREATMENT OF ANY ADVICES RECEIVED re ISSUE OF RAILWAY WARRANTS ON REPAYMENT ON RECEIPT OF AN R.T.A.

Should the Railway Company write to the O.C. stating that a certain soldier travelled by train without a ticket, and ask that the amount due be collected and forwarded to the Company, the O.C. will obtain from the soldier an authority addressed to the Chief Paymaster to pay the account
MISCELLANEOUS.
and debit same to his Pay Ledger Account, then enter the amount in the soldier's Pay Book, quoting Pay Book and Payment Number, and forward the complete file to the Chief Paymaster for action.

100.—WAR SAVINGS CERTIFICATES.

Investments may be made by members of the A.I.F. from their undrawn active service pay in Commonwealth of Australia 4½% Three Years War Savings Certificates, particulars being as follows:

"War Savings Certificates are payable on the date which is exactly three years after the date of purchase. The amount payable on maturity includes the amount paid for the Certificates, and compound interest at the rate of 4½% per annum. No further payment by way of interest will be made other than that included in the face value of Certificates.

War Savings Certificates are transferable by delivery and payable to bearer.

The principal sum and the interest secured by the Certificates will be free from Stamp Duty and from Wealth Levy under any law of the Commonwealth or a State, and the Interest will be free of Commonwealth and State Income Tax.

The amount paid for the Certificate will be repaid at any time within the period of three years if sufficient reason be given for the withdrawal of the money. In the event of repayment within the period of three years, simple interest at the rate of 3% per annum will be paid for the term for which the money has been left on deposit.

<table>
<thead>
<tr>
<th>£</th>
<th>s. d.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 17 6</td>
</tr>
<tr>
<td>5</td>
<td>4 7 6</td>
</tr>
<tr>
<td>10</td>
<td>8 15 0</td>
</tr>
<tr>
<td>50</td>
<td>43 15 0</td>
</tr>
<tr>
<td>100</td>
<td>87 10 0</td>
</tr>
<tr>
<td>1,000</td>
<td>875 0 0</td>
</tr>
</tbody>
</table>

The Certificates are issued in Australia, and it is advisable to have them held there, as they are more readily cashed or disposed of in Australia than elsewhere.

Application Forms for War Savings Certificates can be had from Paymasters their representatives.
Sums at credit in Lost Pay Books can only be invested if the Current Pay Book or a certified copy thereof, be sent to the Chief Pay Office, to enable such credit to be ascertained.

Every effort should be made to take advantage of suitable opportunities to personally bring before members of the A.I.F. the advisability of purchasing these Certificates.

Personal applications at Administrative Headquarters, A.I.F., London, will be dealt with at the Cash Section (Pay Office), where a special staff has been detailed to answer all inquiries and render every assistance to applicants.

101.—WAR PENSIONS ACT, 1914-1916.

Information for Members of the A.I.F.

PART I.—PERSONS ENTITLED AND RATES PAYABLE.

Incapacitated Members of the Forces.

1. Who are "Members of the Forces."—"Member of the Forces" means a member of the Commonwealth Naval or Military Forces enlisted or appointed for or employed on active service outside Australia or employed on a ship of war, or enlisted or appointed for service in connexion with naval or military preparations or operations, and includes a member of the Army Medical Corps Nursing Service, who is accepted or appointed by the Director-General of Medical Services for service outside Australia.

2. Imperial Reservists.—The provisions of the Act extend to the case of any soldier of the Imperial Reserve Forces called up for active service who, at the commencement of the state of war referred to in the Act, was bona fide resident in Australia, as if that soldier were a member of the Forces as defined in the Act.

A pension is not payable in the case of any such reservist to any person who is not bona fide resident in Australia.

3. Total Incapacity.—If a member of the Forces becomes totally incapacitated through service in connexion with the war, he is entitled
to a pension. The following scale has been fixed:

<table>
<thead>
<tr>
<th>Description</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of leg</td>
<td>50 0</td>
</tr>
<tr>
<td>Loss of hand</td>
<td></td>
</tr>
<tr>
<td>Loss of one arm</td>
<td></td>
</tr>
<tr>
<td>Loss of both arms</td>
<td></td>
</tr>
<tr>
<td>Loss of one arm</td>
<td></td>
</tr>
<tr>
<td>Loss of both hands</td>
<td></td>
</tr>
<tr>
<td>Loss of both hands</td>
<td></td>
</tr>
<tr>
<td>Loss of one leg, hand</td>
<td></td>
</tr>
<tr>
<td>Loss of both legs, hands</td>
<td></td>
</tr>
<tr>
<td>Loss of both legs, hands</td>
<td></td>
</tr>
</tbody>
</table>

4. Partial pensions may be granted in cases of diminished earnings due to partial disability.

5. Special scales of compensation may be granted in cases of special disability.
to a pension. The rate of pension depends on his daily rate of pay. The following scale shows the amounts payable:

<table>
<thead>
<tr>
<th>Daily Rate of Pay</th>
<th>Rate of Pension</th>
</tr>
</thead>
<tbody>
<tr>
<td>s. d.</td>
<td>£ s. d.</td>
</tr>
<tr>
<td>6 0 and under</td>
<td>3 0 0 per fortnight</td>
</tr>
<tr>
<td>7 0</td>
<td>3 2 0</td>
</tr>
<tr>
<td>9 0</td>
<td>3 6 0</td>
</tr>
<tr>
<td>10 0</td>
<td>3 8 0</td>
</tr>
<tr>
<td>10 6</td>
<td>3 9 0</td>
</tr>
<tr>
<td>11 6</td>
<td>3 11 0</td>
</tr>
<tr>
<td>12 0</td>
<td>3 12 0</td>
</tr>
<tr>
<td>13 0</td>
<td>3 14 0</td>
</tr>
<tr>
<td>17 6</td>
<td>4 0 0</td>
</tr>
<tr>
<td>22 6</td>
<td>4 5 0</td>
</tr>
<tr>
<td>30 0</td>
<td>4 15 0</td>
</tr>
<tr>
<td>37 6</td>
<td>5 5 0</td>
</tr>
<tr>
<td>45 0</td>
<td>5 15 0</td>
</tr>
<tr>
<td>50 0 and upwards</td>
<td>6 0 0</td>
</tr>
</tbody>
</table>

4. Partial Incapacity.—Partially incapacitated members are entitled to lower rates than those shown above. The amount which will be granted depends upon the nature and probable duration of the incapacity.

5. Special Disabilities.—The rates of pension payable for special disabilities are shown in the second schedule to the Act. The Schedule is as under:

<table>
<thead>
<tr>
<th>Description of Disability</th>
<th>Rate of Pension Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of leg or foot</td>
<td>The maximum rate for six months, thereafter three-fourths of the maximum rate.</td>
</tr>
<tr>
<td>Loss of hand or arm</td>
<td>The maximum rate for six months, thereafter three-fourths of the maximum rate.</td>
</tr>
<tr>
<td>Loss of one eye</td>
<td>Half of the maximum rate.</td>
</tr>
<tr>
<td>Loss of both legs</td>
<td>The maximum rate.</td>
</tr>
<tr>
<td>Loss of both feet</td>
<td>The maximum rate.</td>
</tr>
<tr>
<td>Loss of both arms</td>
<td>The maximum rate.</td>
</tr>
<tr>
<td>Loss of both hands</td>
<td>The maximum rate.</td>
</tr>
<tr>
<td>Loss of arm and leg</td>
<td>The maximum rate.</td>
</tr>
<tr>
<td>Loss of hand and foot</td>
<td>The maximum rate.</td>
</tr>
<tr>
<td>Loss of both eyes</td>
<td>The maximum rate.</td>
</tr>
<tr>
<td>Loss of one eye, together with loss of leg, foot, hand, or arm</td>
<td>The maximum rate.</td>
</tr>
</tbody>
</table>
For the purposes of the schedule, a leg, foot, hand, arm, or eye is deemed to be lost if it is rendered permanently and wholly useless.

6. The rates shown in the second schedule are payable no matter what may be the earnings of any member whose incapacity is specified in that schedule.

7. Services of Attendant.—If a member of the Forces who is unmarried, or whose wife is either dead or a permanent invalid, is incapacitated to an extent which necessitates the constant services of an attendant, and the member has not the means to pay for such services, the rate of his pension may be increased by £1 a fortnight.

Wives of Incapacitated Members.

8. The wife of an incapacitated member is entitled to a pension at half the rate granted to him. Thus, if a member whose pay was 6s. a day becomes totally incapacitated, he receives £3 a fortnight and his wife £1 10s. a fortnight. If he becomes partially incapacitated, and is granted £1 10s. a fortnight, his wife's pension will be 15s. a fortnight.

9. The wife of an incapacitated member is eligible whether her marriage took place before or after the member's discharge from the Forces.

Wives of Deceased Members.

10. The widows of members whose deaths result from service in connexion with the war are entitled to pensions according to the rate of pay of their husbands. The following scale shows the amounts payable:

<table>
<thead>
<tr>
<th>Daily Rate of Pay</th>
<th>Pension Payable to Widow</th>
</tr>
</thead>
<tbody>
<tr>
<td>s. d.</td>
<td>£ s. d.</td>
</tr>
<tr>
<td>6 0 and under</td>
<td>2 0 0 per fortnight.</td>
</tr>
<tr>
<td>7 0</td>
<td>2 3 0</td>
</tr>
<tr>
<td>9 0</td>
<td>2 9 0</td>
</tr>
<tr>
<td>10 0</td>
<td>2 12 3</td>
</tr>
<tr>
<td>10 6</td>
<td>2 13 9</td>
</tr>
<tr>
<td>11 6</td>
<td>2 16 0</td>
</tr>
<tr>
<td>12 0</td>
<td>2 17 3</td>
</tr>
<tr>
<td>13 0</td>
<td>2 19 6</td>
</tr>
<tr>
<td>17 6</td>
<td>3 10 0</td>
</tr>
<tr>
<td>22 6</td>
<td>3 17 6</td>
</tr>
<tr>
<td>30 0</td>
<td>4 9 0</td>
</tr>
<tr>
<td>37 6</td>
<td>5 0 9</td>
</tr>
<tr>
<td>45 0</td>
<td>5 12 3</td>
</tr>
<tr>
<td>50 0 and upwards</td>
<td>6 0 0</td>
</tr>
</tbody>
</table>
Children.

11. Who are Children.—Sons, daughters, step-sons, step-daughters, or adopted children under the age of 16 years. (Children are eligible whether born before or after the member's discharge from the Forces.)

12. An ex-nuptial child is not a "child" within the meaning of the War Pensions Act. If, however, satisfactory evidence as to the relationship of an ex-nuptial child to a member is supplied, it will be eligible for pension provided it was born not later than nine months after the event resulting in his death or incapacity.

13. Children of Deceased Members.—The children of deceased members receive pensions as under:—

<table>
<thead>
<tr>
<th></th>
<th>s. d.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the first child</td>
<td>20 0</td>
</tr>
<tr>
<td>For the second child</td>
<td>15 0</td>
</tr>
<tr>
<td>For each subsequent child</td>
<td>10 0</td>
</tr>
</tbody>
</table>

14. Orphans.—Where both the member of the Forces and his wife are dead, every one of their children is entitled to pension at the undermentioned rates:—

<table>
<thead>
<tr>
<th>Age</th>
<th>s. d.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 years of age</td>
<td>20 0</td>
</tr>
<tr>
<td>From 10 to 14 years of age</td>
<td>25 0</td>
</tr>
<tr>
<td>From 14 to 16 years of age</td>
<td>30 0</td>
</tr>
</tbody>
</table>

15. Children of Incapacitated Members.—The children of totally incapacitated members are entitled to the same rates of pension as the children of deceased members (see paragraph 13).

16. If any member is only partially incapacitated his children are entitled to pensions according to the extent of his incapacity.

Other Dependents.

17. Who are other Dependants.—Apart from the above-mentioned dependants of a member of the Forces, the following members of his family are entitled to pensions, at such rates as are assessed, if they were wholly or partly dependent on him within twelve months prior to his enlistment or appointment, viz.: father, mother, grandfather, grandmother, step-father, step-mother, foster-mother, son, daughter, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother, half-sister, adopted child, mother-in-law, ex-nuptial grandchild.

18. Widowed Mothers of Unmarried Sons.—The widowed mother of an unmarried son whose death results from his employment in connexion with the war is eligible for the full amount of pension according to the scale in paragraph 10 for widows of members.
19. *Parents without adequate means of support.*—The parents of any member of the Forces who, at any time after the occurrence of the event resulting in his death, are without adequate means of support, may be granted pensions.

20. *"Unmarried Wives."*—A woman dependent on a member of the Forces, and recognised as his wife (though not legally married to him), may be granted the same amount of pension as if she were married to him.

**PART II.—HOW AND WHEN TO APPLY FOR PENSION.**

**Forms of Application.**

21. There are three forms of application, viz.:—

Form Z for incapacitated members of the Forces;

.. Y for dependants (including wives or widows) over the age of 16 years;

.. X for dependants under the age of 16 years.

These may be obtained at Australian post offices or from the Deputy Commissioner of Pensions. In country districts forms are obtainable from Clerks of Petty Sessions (who act also as Registrars of Pensions).

22. In order to save time and trouble, all the questions in the form should be clearly answered. The form should then be signed and declared before one of the officials mentioned therein, and forwarded to the Deputy Commissioner if the applicant resides in a metropolitan district, or to the nearest Registrar of Pensions if the applicant resides in the country.

**Addresses of Deputy Commissioners.**

23. The addresses of the various Deputy Commissioners of Pensions are as under:

- **Sydney** ... 17, Bligh Street.
- **Melbourne** ... Brooks' Building, 65, Elizabeth Street.
- **Brisbane** ... Desmond Chambers, Adelaide Street.
- **Adelaide** ... Brookman's Building, Grenfell Street.
- **Perth** ... A.M.P. Buildings, St. George's Terrace.
- **Hobart** ... National Mutual Buildings, Macquarie Street.
- **London** ... Australia House, Strand, London, W.C. 2.

On application personally or by letter to a Deputy Commissioner, full information will be supplied on any matter relating to pensions.
MISCELLANEOUS.
Period allowed for Applying.

24. The time within which incapacitated members and their dependants should lodge claims is fixed by the War Pensions Act as six months after discharge.

25. Dependants of a deceased member should make application as soon as they become aware of the member's death. The time within which their claims should be lodged is six months after the notification of the death is published in the Commonwealth Gazette.

26. If the claim is not made within the prescribed period it must be referred to the Commissioner of Pensions, who will not approve of pension unless he considers that the reason given for the delay is adequate.

PART III.—PAYMENT OF PENSIONS.

Method of Collection.

27. Pensions are paid through the Post Office in fortnightly instalments, which are due on every second Thursday. Payment, however, may be collected on any day on which the Post Office is open.

28. If for any reason a pensioner finds it inconvenient to collect pension personally, he or she may give an order to some other person over the age of 16 years to collect the instalment concerned.

29. In the case of pensioners under the age of 16 years the appointment of a "trustee" is necessary. The trustee is usually the mother or father of the pensioners, or some person who looks after them.

30. Any pensioner over the age of 16 years who is likely to be unable for a lengthy period to collect his or her pension, may apply for the appointment of a trustee.

Pension not Assignable.

31. A pension granted to any person cannot be sold or assigned, or given as security for borrowed money, or taken by creditors in settlement of their claims.

Payment of Lump Sum.

32. In cases where the incapacity is not more than 30 per cent., a lump sum may be paid in lieu of pension. This provision is applied in exceptional cases only, because it is considered to be in the interests of pensioners that they should receive a regular fortnightly instalment rather than a lump sum.
MISCELLANEOUS.
PART IV.—HOW LONG PENSIONS ARE PAYABLE.

Members of the Forces.

33. The pensions granted to members of the Forces whose disabilities are specified in the second schedule (see paragraph 5) are permanent.

34. The pensions granted to other members are payable as long as they are incapacitated; but cannot be reduced within six months from the date of commencement.

Children of Deceased Members.

35. Pensions granted to children of deceased members are payable until they reach the age of 16 years, or for two years from the date of commencement—which period is the longer. If, on attaining the age of 16 years, any child of a deceased member is not able to earn a livelihood, an application may be made within the following six months for a fresh pension.

Children of Incapacitated Members.

36. Pensions granted to children of incapacitated members are subject to the same conditions as pensions granted to children of deceased members. There is, however, this additional provision—if the member recovers from his incapacity before all of his children have attained the age of 16 years, his own pension may be cancelled, and, since he is no longer incapacitated, the children under 16 years of age will cease to be eligible, and their pensions also may be cancelled.

Wives of Incapacitated Members.

37. The wife of an incapacitated member receives pension as long as her husband is incapacitated.

Other Dependents.

38. The following dependents of a member of the Forces cannot receive a pension for more than two years, if they are able to earn a livelihood:—Son, daughter, step-son, step-daughter, step-father, step-mother, foster-mother, adopted child, grandson, granddaughter, brother, sister, half-brother, half-sister, mother-in-law.

Female Dependents who Marry or Re-marry.

39. If any single female pensioner marries, or any widow re-marries, her pension will not be paid for more than two years after her marriage or re-marriage.
MISCELLANEOUS.
Suspension or Forfeiture during Imprisonment.

40. If any war pensioner is sentenced to a term of imprisonment, his pension may be suspended or forfeited during the whole of that term. If he has dependants, any amount forfeited will be paid to them.

102.—CORRESPONDENCE.

Correspondence should be carefully scrutinised with a view to ensuring that correct and complete action is taken before same is returned from the Field.

In dealing with correspondence to or from the Chief Paymaster the file numbers shown on papers, such as "1111/1/1," and the sectional cypher such as "1F," "2F," etc., should always be quoted to facilitate reference in the Chief Pay Office. In this regard it should be noted that the Pay Book number is a valuable aid in identifying members of the A.I.F.

Files dealing with different subjects must not be grouped together and replied to under one memo. A separate covering memo is required for each file.
INDEX.

Absence without Leave ........................................ 39, 42, 71
Absentees, Allotments of ........................................ 71
Accounts of Soldiers returned from Australia ............... 98
Accounts of Overdrawn ........................................... 36, 37, 38
Acquaintance Rolls ............................................... 81, 82
Acting Rank ........................................................... 55
Adjustments in Pay Books ......................................... 30
Advances to Imprest Holders ..................................... 79
Allotments ............................................................. 58-75
Cancellation of ...................................................... 64, 70
Compulsory Increase of ............................................. 59, 61, 62, 66, 67, 68
Decrease of Increase of ............................................. 69, 70
Increase of ............................................................ 65
Payable in U.K. ....................................................... 63
Suspension of ........................................................... 71
Telegraphic Alteration of .......................................... 64
Allotments to Banks ................................................. 60
Allowance, Field ..................................................... 17, 18, 19
Allowance of Chaplains ............................................ 20
Allowances for Meals ................................................ 11
Nurses' ................................................................. 2
Officers' £15 Outfit ................................................. 22
£5 Annual Kit .......................................................... 23
Rations and Quarters .............................................. 11-14, 16, 24
Separation .............................................................. 58
Sick Leave ............................................................. 9
Travelling ............................................................. 10, 12, 13-16, 24
Motor Cars, Taxis, etc. ............................................ 15
Men of Conducting Officers, N.C.O.'s and ............... 12
Scale of ................................................................. 10
Alterations in Allotments by Cable ................................ 64
Pay Books ........................................................... 29, 74
Audit of Regimental Funds ......................................... 90
Australian War Savings Certificates ................................ 100
<table>
<thead>
<tr>
<th>Topic</th>
<th>Para.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banks, Remittances from</td>
<td>87, 88</td>
</tr>
<tr>
<td>Cancellation of Allotments</td>
<td>64</td>
</tr>
<tr>
<td>Cash Books (Imprest Accounts)</td>
<td>80</td>
</tr>
<tr>
<td>&quot; in Effects</td>
<td>35, 92</td>
</tr>
<tr>
<td>&quot; Remittances</td>
<td>96</td>
</tr>
<tr>
<td>Casualties, Disposal of Pay Books of</td>
<td>33</td>
</tr>
<tr>
<td>Chaplains, Pay and Allowances of</td>
<td>20</td>
</tr>
<tr>
<td>Clothing and Equipment, Loss or Damage of</td>
<td>46</td>
</tr>
<tr>
<td>Issue of from Ordnance to Officers</td>
<td>96</td>
</tr>
<tr>
<td>Store, London (Officers)</td>
<td>96</td>
</tr>
<tr>
<td>Commonwealth Bank of Australia, Payment Warrants</td>
<td>87, 88</td>
</tr>
<tr>
<td>Compensation to Officers for Loss of Kit</td>
<td>21</td>
</tr>
<tr>
<td>Compulsory Allotments</td>
<td>59, 61, 62, 66-68</td>
</tr>
<tr>
<td>Increase in Allotments</td>
<td>59, 61, 62, 66-68</td>
</tr>
<tr>
<td>Conducting Officers, N.C.O.’s and Men’s Travelling Allowance</td>
<td>12</td>
</tr>
<tr>
<td>Continuation Pay Books</td>
<td>28</td>
</tr>
<tr>
<td>Control of Regimental Funds</td>
<td>89</td>
</tr>
<tr>
<td>Convalescents’ Furlough Pay</td>
<td>8</td>
</tr>
<tr>
<td>Conversion and Rates of Exchange</td>
<td>84</td>
</tr>
<tr>
<td>Correspondence</td>
<td>102</td>
</tr>
<tr>
<td>Courts Martial</td>
<td>42</td>
</tr>
<tr>
<td>Credit and Debit Advices</td>
<td>34</td>
</tr>
<tr>
<td>Earnings</td>
<td>27, 30</td>
</tr>
<tr>
<td>Crimes and Punishments</td>
<td>39-47, 83</td>
</tr>
<tr>
<td>Damage to Government or Private Property</td>
<td>47</td>
</tr>
<tr>
<td>Debit and Credit Advices</td>
<td>34</td>
</tr>
<tr>
<td>Debits to Pay Accounts</td>
<td>93</td>
</tr>
<tr>
<td>Decorations, gratuities in respect of</td>
<td>91</td>
</tr>
<tr>
<td>Decreased Allotments</td>
<td>69, 70</td>
</tr>
<tr>
<td>Deferred Pay</td>
<td>94</td>
</tr>
<tr>
<td>Detention</td>
<td>39-42</td>
</tr>
<tr>
<td>Disembarkation Leave Pay</td>
<td>7</td>
</tr>
<tr>
<td>Disposal of Pay Books of Casualties</td>
<td>33</td>
</tr>
<tr>
<td>&quot; Distinguished Conduct Medal</td>
<td>91</td>
</tr>
<tr>
<td>Drivers</td>
<td>50, 57</td>
</tr>
<tr>
<td>M.T.</td>
<td>56</td>
</tr>
<tr>
<td>Duplicate Pay Books</td>
<td>28</td>
</tr>
<tr>
<td>Effects, Cash in</td>
<td>85, 92</td>
</tr>
<tr>
<td>Egypt, Furlough Pay of Men without Funds</td>
<td>5</td>
</tr>
<tr>
<td>Description</td>
<td>Para.</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Egypt, Restricted Rates of Pay in</td>
<td>3</td>
</tr>
<tr>
<td>England, Restricted Rates of Pay in</td>
<td>3</td>
</tr>
<tr>
<td>Entries in Pay Books</td>
<td>27, 31, 35</td>
</tr>
<tr>
<td>Equipment and Clothing, Loss or Damage of</td>
<td>46</td>
</tr>
<tr>
<td>Errors in Acquittance Rolls</td>
<td>82</td>
</tr>
<tr>
<td>Exchange, Rates of</td>
<td>84</td>
</tr>
<tr>
<td>Expenditure of Regimental Funds</td>
<td>89, 90</td>
</tr>
<tr>
<td>Extra Duty Pay</td>
<td>25</td>
</tr>
<tr>
<td>&quot; Regimental Rank</td>
<td>51</td>
</tr>
<tr>
<td>Farmers</td>
<td>57</td>
</tr>
<tr>
<td>Field Allowance</td>
<td>17</td>
</tr>
<tr>
<td>&quot; Additional</td>
<td>18, 19</td>
</tr>
<tr>
<td>Fines and Forfeitures</td>
<td>39-47, 70, 72</td>
</tr>
<tr>
<td>Forfeitures, Officers and other Ranks</td>
<td>43</td>
</tr>
<tr>
<td>France, Furlough Pay</td>
<td>4</td>
</tr>
<tr>
<td>&quot; Regimental Funds of Units in</td>
<td>90</td>
</tr>
<tr>
<td>&quot; Restricted Rates of Pay of Men in</td>
<td>3</td>
</tr>
<tr>
<td>Furlough Pay, Convalescents</td>
<td>8</td>
</tr>
<tr>
<td>&quot; Men from France</td>
<td>4</td>
</tr>
<tr>
<td>&quot; in</td>
<td>4</td>
</tr>
<tr>
<td>&quot; from France without Funds</td>
<td>5</td>
</tr>
<tr>
<td>&quot; &quot; Training Depots in U.K.</td>
<td>6, 7</td>
</tr>
<tr>
<td>Gratuities in respect of Decorations</td>
<td>91</td>
</tr>
<tr>
<td>Hospitals, Pay of Men in Imperial</td>
<td>95</td>
</tr>
<tr>
<td>&quot; Furlough Pay of Men without Funds</td>
<td>5</td>
</tr>
<tr>
<td>Imprest Accounts,</td>
<td>77-85</td>
</tr>
<tr>
<td>&quot; Acquittance Rolls</td>
<td>81, 82</td>
</tr>
<tr>
<td>&quot; Advances</td>
<td>79</td>
</tr>
<tr>
<td>&quot; Cash Book</td>
<td>80</td>
</tr>
<tr>
<td>&quot; Cash in Effects</td>
<td>85</td>
</tr>
<tr>
<td>&quot; Conversion and Rates of Exchange</td>
<td>84</td>
</tr>
<tr>
<td>&quot; from Chief Paymaster direct to Unit</td>
<td>93</td>
</tr>
<tr>
<td>&quot; Requisitions for Advances</td>
<td>87</td>
</tr>
<tr>
<td>Imprisonment, Allotments affected by Sentences of</td>
<td>70</td>
</tr>
<tr>
<td>Increased Allotments</td>
<td>65</td>
</tr>
<tr>
<td>Issue of Advance Stores to Officers</td>
<td>96</td>
</tr>
<tr>
<td>Para.</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Kit Allowance, Officers' £5 Annual</td>
</tr>
<tr>
<td>3</td>
<td>Loss of by Officers on Active Service</td>
</tr>
<tr>
<td>31, 35</td>
<td>Loan, Australian War</td>
</tr>
<tr>
<td>46</td>
<td>Loss of Kit by Officers on Active Service</td>
</tr>
<tr>
<td>82</td>
<td>Pay Books</td>
</tr>
<tr>
<td>84</td>
<td>or damage of Clothing and Equipment</td>
</tr>
<tr>
<td>89, 90</td>
<td>Meals, Allowances for</td>
</tr>
<tr>
<td>25</td>
<td>Meritorious Service Medal</td>
</tr>
<tr>
<td>51</td>
<td>Military Cross</td>
</tr>
<tr>
<td>57</td>
<td>Medal</td>
</tr>
<tr>
<td>17</td>
<td>Minor Punishments</td>
</tr>
<tr>
<td>18, 19</td>
<td>Motor Cars, Taxis, &amp;c., Hire of</td>
</tr>
<tr>
<td>70, 72</td>
<td>Transport Drivers</td>
</tr>
<tr>
<td>43</td>
<td>Nurses, Pay and Allowances of</td>
</tr>
<tr>
<td>4</td>
<td>Officers' Clothing Store, London</td>
</tr>
<tr>
<td>5</td>
<td>Kit, Compensation for Loss of</td>
</tr>
<tr>
<td>90</td>
<td>£15 Outfit Allowance</td>
</tr>
<tr>
<td>3</td>
<td>£5 Annual Kit Allowance</td>
</tr>
<tr>
<td>8</td>
<td>Ordnance Issues to</td>
</tr>
<tr>
<td>4</td>
<td>Ordnance Issues to Officers</td>
</tr>
<tr>
<td>4</td>
<td>Overdrawn Accounts</td>
</tr>
<tr>
<td>5</td>
<td>Pay Accounts, Debits to</td>
</tr>
<tr>
<td>91</td>
<td>Pay Books</td>
</tr>
<tr>
<td>95</td>
<td>Adjustments in</td>
</tr>
<tr>
<td>5</td>
<td>Alterations in</td>
</tr>
<tr>
<td>77-85</td>
<td>Amendments of Allotments in</td>
</tr>
<tr>
<td>81, 82</td>
<td>Compilation and Notation of Forfeitures in</td>
</tr>
<tr>
<td>79</td>
<td>of Credit Earnings</td>
</tr>
<tr>
<td>80</td>
<td>Continuation</td>
</tr>
<tr>
<td>85</td>
<td>Conversion of Duplicate into Continuation</td>
</tr>
<tr>
<td>84</td>
<td>Disposal of Casualties</td>
</tr>
<tr>
<td>93</td>
<td>Duplicate</td>
</tr>
<tr>
<td>87</td>
<td>Entries in</td>
</tr>
<tr>
<td>70</td>
<td>Loss of</td>
</tr>
<tr>
<td>65</td>
<td>Unsigned Entries in</td>
</tr>
<tr>
<td>96</td>
<td>Pay, Deductions of</td>
</tr>
<tr>
<td></td>
<td>Deferred</td>
</tr>
</tbody>
</table>
### Pay, Extra Duty

1. Forfeitures of (see under "Fines and Forfeitures")
2. Furlough Convalescents
3. Disembarkation
4. " men from France
5. " in " from without Funds
6. " " Egypt
7. " Hospitals
8. " Training Depôts in U.K.
9. in Hospitals
10. of Chaplains
11. of Nurses
12. of Prisoners of War
13. of "Voyage only" Officers
14. Rates of...
15. Remittances of Undrawn
16. Restricted Rates of

### Payment Warrants (Commonwealth Bank)

- 87, 88

### Pensions

- 101

### Permanent Rank

- 54

### Prisoners of War, Financial Arrangements

- 97

### Promotion, Re-allotment of Pay on

- 59

### Promotions and Reversions...

- 48-57

### Property, Damage to

- 47

### Provisional Rank

- 52

### Punishments, Minor

- 40

### Quarters, Allowances for (see "Rations and Quarters")

#### Railway Warrants on Repayment

- 99

#### Rank, Acting

- 55

1. Extra-Regimental
2. Permanent
3. Provisional
4. Substantive
5. Temporary

#### Rates of Exchange

- 84

- 1

- 3
<table>
<thead>
<tr>
<th>PARA.</th>
<th>Rations and Quarters, Allowances for</th>
<th>9, 10, 11-14, 16, 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Re-allotment of Pay on Promotion</td>
<td>59</td>
</tr>
<tr>
<td>7</td>
<td>Regimental Funds Trust Accounts</td>
<td>89, 90</td>
</tr>
<tr>
<td>6</td>
<td>Audit</td>
<td>90</td>
</tr>
<tr>
<td>5</td>
<td>Control of</td>
<td>89</td>
</tr>
<tr>
<td>5</td>
<td>Expenditure</td>
<td>89</td>
</tr>
<tr>
<td>3</td>
<td>Of Units in France</td>
<td>90</td>
</tr>
<tr>
<td>1</td>
<td>U.K.</td>
<td>90</td>
</tr>
<tr>
<td>1</td>
<td>Remittances of Undrawn Pay or Cash</td>
<td>86</td>
</tr>
<tr>
<td>1</td>
<td>to Members of A.I.F.</td>
<td>87, 88</td>
</tr>
<tr>
<td>3</td>
<td>Requisitions for Imprest Account Advances</td>
<td>78, 79</td>
</tr>
<tr>
<td>3</td>
<td>Reversions</td>
<td>69</td>
</tr>
<tr>
<td>3</td>
<td>Rolls, Acquittance</td>
<td>81</td>
</tr>
<tr>
<td>1</td>
<td>Scale of Travelling Allowances</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Schools of Instruction Allowances</td>
<td>14</td>
</tr>
<tr>
<td>1</td>
<td>Self-inflicted Wounds</td>
<td>45</td>
</tr>
<tr>
<td>1</td>
<td>Separation Allowance</td>
<td>58</td>
</tr>
<tr>
<td>1</td>
<td>Shoewing Smiths</td>
<td>57</td>
</tr>
<tr>
<td>1</td>
<td>Sick Leave Allowance</td>
<td>9</td>
</tr>
<tr>
<td>1</td>
<td>Soldiers' Wills</td>
<td>76</td>
</tr>
<tr>
<td>1</td>
<td>Striking off Strength</td>
<td>49</td>
</tr>
<tr>
<td>1</td>
<td>Subsistence Allowance</td>
<td>14, 24</td>
</tr>
<tr>
<td>1</td>
<td>Substantive Rank</td>
<td>54</td>
</tr>
<tr>
<td>1</td>
<td>Taxis, Motor Cars, etc., Hire of</td>
<td>15</td>
</tr>
<tr>
<td>1</td>
<td>Telegraphic Alterations in Allotments</td>
<td>64</td>
</tr>
<tr>
<td>1</td>
<td>Temporary Rank</td>
<td>53</td>
</tr>
<tr>
<td>1</td>
<td>Training Depots in U.K., Furlough Pay</td>
<td>6, 7</td>
</tr>
<tr>
<td>1</td>
<td>Transfer Accounts of A.I.F. returned from Australia</td>
<td>98</td>
</tr>
<tr>
<td>1</td>
<td>Transport and &quot;Voyage only&quot; Officers</td>
<td>18, 19, 20</td>
</tr>
<tr>
<td>1</td>
<td>Travelling Allowances</td>
<td>10, 12, 13-16, 24</td>
</tr>
<tr>
<td>1</td>
<td>of Conducting Officers, N.C.O.'s and Men</td>
<td>12</td>
</tr>
<tr>
<td>1</td>
<td>Scale of</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Trust Accounts (Regimental Funds)</td>
<td>89, 90</td>
</tr>
<tr>
<td>1</td>
<td>Undrawn Pay, Remittances of</td>
<td>86</td>
</tr>
<tr>
<td>1</td>
<td>United Kingdom, Allotments payable in</td>
<td>63</td>
</tr>
<tr>
<td>1</td>
<td>Regimental Funds of Units in</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>Unsigned Entries in Pay Books</td>
<td>31</td>
</tr>
<tr>
<td>Topic</td>
<td>Para</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Venereal Disease</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>Veterinary Officers (&quot;Voyage only&quot;)</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Victoria Cross</td>
<td>91</td>
<td></td>
</tr>
<tr>
<td>&quot;Voyage only&quot; N.C.O.'s Officers</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>War Loan</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>War Pensions Act</td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>Warrants, Repayment, Railway</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>Wills of Soldiers</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>Wounds, Self-inflicted</td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>