

EST 317/6/127

I.G.W. C.L."P" 16/69 (D.2)

Officer of Inspector General
of Waterguard,
King's Beam House,
Mark Lane,
London, E.C.3.

Waterguard Superintendents (x)
(and C.P.O.'s Unattached)

1st June 1969

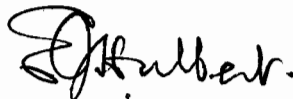
Use of private motor vehicles on official business

Establishment Instructions, Volume 3, paragraph 26(a) (i) and (a)(ii) require specific application to be made to the Head of Office for the use of private motor vehicles for journeys of over 75 miles when the standard rate of mileage allowance is claimed.

Such applications need no longer be made by Unattached C.P.O.'s for travelling between Districts.

The I.G.W.'s Office will direct the officer beforehand if for any reason (including the availability of an official vehicle in the District to which the move is to be made) the journey is NOT authorised at the standard rate of mileage allowance.

If no such direction is issued the standard rate may be claimed and will be paid subject to the normal insurance requirements.



(E.J. HULBERT)
for Inspector General