

TRANSPORT COMMAND

R.A.F. FORM 31.

**OFFICER'S PAY
AND
ALLOWANCES BOOK**

OFFICIAL No. 130563

RANK F/L

NAME & INITIALS RIDING. R.H.

MARRIED { 1942 Rates
Q.M.O.
U.Q.M.O.

SINGLE

SPECIMEN SIGNATURE :

R. H. Riding

(*16004-12857) Wt. 52284-4232 25M 2/45 T.S. 700

INSTRUCTIONS TO OFFICER

1.—In this book is recorded the amount you are entitled to draw of both pay and allowances. These may be drawn on presentation of the book to any Imprest Holder.

2.—The Fixed Monthly Advance of pay entered in the Guide to Cash Issues is the amount you have elected to draw in cash and is being recovered from the monthly pay issued by the R.A.F. Agents to your bank. This amount may be varied on at least one month's notice being given to the Base Accountant Officer through your C.O., but no amendment to the amount of pay is to be made until the receipt of the R.A.O.'s authority.

3.—The Allowances shown in the Guide to Cash Issues are those to which you become entitled from time to time. If your "allowance conditions" change you are to take this book to your Accountant Officer or Imprest Holder, who will amend the rates of allowances. If you do not report your movement or casualty, no amendment to allowances can be made, and you may suffer financially.

4.—Should your circumstances so change as to entitle you to a lesser amount of Allowances than shown herein you are **IMMEDIATELY TO REPORT THE FACT** to your Accountant Officer or Imprest Holder and ensure that your book is amended accordingly. Any officer who receives a larger amount than his circumstances warrant, through failure to notify occurrences affecting his pay or allowances, lays himself open to a serious charge.

5.—The R.A.O. will notify your exact credits to your Unit each month on Form R.A.O./2. Your book will be called in to have these credits entered in the Pay and Allowances Account by the Paying Officer. You should retain the Forms R.A.O./2 for six months, for reference.

6.—When you require to draw cash, present this book to an Imprest Holder. He will require you to give a receipt for the amount drawn on Form 83, and will enter the amount on the Payment side of the Pay and Allowances Account and sign his name as paying officer.

7.—If you wish an amount remitted to a bank your Accountant Officer or Imprest Holder will arrange this for you.

8.—If you lose this book report the loss immediately to your C.O. A duplicate book will be issued, but no pay or allowances can be issued in respect of the period prior to loss until authority is received from the R.A.O.

9.—When the book is becoming full, application is to be made for a new book through your C.O.

10.—You are to make no entries in this book other than to sign your name in the space provided on the cover.

11.—When you are posted to a unit accounted for by a different Base Accounts Office (or Accounting Unit), you must surrender this book to the nearest Imprest Holder and inform him of the bank to which the balance on your account is to be remitted. Failure to do this may cause delay in settlement of your accounts and further payments.

The total maximum amount of pay that may be drawn by this Officer from Accountant Officers or Imprest Holders during any one calendar month is *TWENTY-ONE POUNDS.*

£21 _____



(7512-1) W.14850/1.525 6/00 4/45 1/10 6/21

7.—Enter the payment in your Imprest or Cash account.

8.—If an officer requires payment to a bank, follow the same procedure as above, but after paying him the cash withdraw it and bring it on charge in your Imprest or Cash Account as a remittance.

9.—Remittances are to be entered on Form 889 in duplicate and the original despatched to the B.A.O. The duplicate is to be retained as a voucher in support of the receipt of the money from the officer.



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UNIT ACCOUNT BOOK

INSTRUCTIONS TO OFFICER

1. In this book is recorded the monthly amount against which you are entitled to draw advances when travelling overseas on temporary duty.

2. You can draw advances within your entitlement on presentation of this book to any R.A.F. Accountant Officer or Imprest Holder.

3. The advances drawn by you will be notified by the paying officer, through the usual channels, to the Air Ministry, who will instruct the R.A.F. Agents to deduct them from the next issue of pay due to you.

UNIT ACCOUNT BOOK

4. Immediately on return to your parent Unit from temporary duty overseas, you are to hand this book to your Accountant Officer, who will retain it until you proceed overseas again, when it will be re-issued to you.

5. If you are posted to another Command or Overseas you are to ensure, if this book is in your possession, that it is returned to the Accountant Officer who last issued it to you.

PAYMENTS

PAY & ALLOW

ANCES ACCOUNT

ENTITLEMENT

Date of Payment	Serial No. of Form 81	Amount of each Payment (Sterling)			Progressive Total to Date			Signature of Paying Officer	Month	Serial No. of Form B.A.O./E	Amount (Sterling)			Progressive Total to Date			Signature of Officer Making Entries	
		£	s	d	£	s	d				£	s	d	£	s	d		
22/3/47	J.C. CHANGI	5	5	-	5	5	-	<i>[Signature]</i>										
28/7/47	50 CHANGI	5	5	-	10	10	-	<i>[Signature]</i>										<i>Notified HATC on 4/4/47</i>
9/9/47	50 CHANGI	5	5	-	5	5	-	<i>[Signature]</i>										
10.5.47	J.C. CHANGI	15	15	-	21	-	-	<i>[Signature]</i>										<i>Notified HATC on 23/5/47</i>
28.7.47	J.C. CHANGI	21	-	-	21	-	-	<i>[Signature]</i>										
9.8.47	J.C. CHANGI	15	15	-	15	15	-	<i>[Signature]</i>										<i>Notified HATC on 26/8/47</i>
3.10.47	MAORAP	5	5	-	5	5	-	<i>[Signature]</i>										
7.10.47	CHANGI	10	10	-	15	10	-	<i>[Signature]</i>										<i>Notified HATC on 22/10/47</i>
Carried Forward									Carried Forward									

430 - 5.56.

436 6.8.

5.24. 7.13.

5.54. 7.25.

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