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ACC

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HQ - Sicily - STA

JAN. - July 194

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HQ - Sicily - STAFF MEMORANDUM

JAN. - July 1944

ALLIED CONTROL COMMISSION
SICILY REGION HEADQUARTERS
APO 394

Adj. 100
adit
TTC/12

REF 164

STAFF MEMORANDUM
NUMBER.....9

25 July 1944

Adjutant	
Asst. Acs.	HP
Asst. Acs.	
Chief Clerk	

A.C.C. Officers' out of pocket expenses travelling on duty in the field.

PART I. A.C.C. OFFICERS & MI/OR

1. Reduction in A.C.C. Staff in Region I generally, and the prosecution of the current grain campaign in particular, will involve considerable travelling by the remaining officers, necessitating overnight stay at points where no official accommodation exists.

2. Subject to compliance with the following conditions, ACC officers may present claims for refund of expenses incurred during those tours of duty:-

CONDITIONS:-

(A) The tour of duty must be duly authorized by travel order issued by the Adjutant covering Regional tours, or by the Provincial Commissioner for his Provincial areas, under authority of the Regional Commissioner.

(B) Rations will be carried to cover the whole estimated period of absence from any centre where official accommodation is available.

(C) Claims will be limited to payment for accommodation, and will not be admitted in excess of L. 200 per night or the actual amount of expenditure incurred, whichever is less.

3. (a) Officers & MI/OR concerned will submit claims in writing direct to Regional Commissioner, A.C.C., Region I. The claims will include, in every case, the following certificate by every claimant:-

"I hereby certify

(i) that the tour of duty undertaken by me under Regional/Provincial Travel Order No. dated on the following dates

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"I hereby certify

(i) that the tour of duty undertaken by me under Regional/Provincial Travel Order No. _____ dated _____ on the following dates _____

(ii) that no official or requisitioned accommodation was available there.

(Signed) _____ (Rank) _____
ACC Appointment _____
Date _____

(b) Each claim will be accompanied by vouchers and receipts for any expenditure incurred, and a brief itinerary, with dates, of the tour of duty from which the claim arises.

4. Officers and MI/OR are advised to submit claims immediately on conclusion of each tour of duty involving travel. No claim will be considered unless it reaches the Regional Commissioner within ten days of the ultimate travel night of each tour.

5. Reimbursement of claims cannot be guaranteed after the claimants have left Region I.

6. The Administrative Officer, Region I, will collate approved claims, and submit them with form F/P 3 to Regional Sub-Accountant for payment.

PART II. A.C.C. CIVILIAN EMPLOYEES.

(A) Part II of Regional Circular Letter RPD 131 dated 29 May 1944 is republished for information of all concerned, as follows:-

TRAVELLING ALLOWANCES

"1. Travelling allowances may be granted and paid to civilian employees in accordance with the following scale:-

(1) Employees in receipt of 150 lire or more per day's wages.
Absence involving overnight detention away from home and headquarters.....Lire 150 per day.

(2) Employees in receipt of less than 150 lire per day's wages.
Absence involving overnight detention away from home and headquarters.....Lire 100 per day.

(3) All Employees.
Absence exceeding 8 hours but not involving overnight detention.....Lire 50 per day.

2. For the purpose of interpreting paragraph 1 above the following definitions will apply:-

(i) "Home and Headquarters" means the headquarters of the Regional Commissioner in the case of Regional employees, and the headquarters of the Provincial Commissioner in the case of Provincial employees.

(ii) "Absence" applies only to journeys of a temporary nature, fully warranted and certified by an A.C.C. Officer in the interests of A.C.C. business.

3. Payments of travelling allowances will be recorded on separate

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Declassified E.O. 12356 Section 3.3/NND No. 785016

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3. Payments of travelling allowances will be recorded on separate payrolls F/F 4."

(B) Civilian employees are not entitled to rations in addition to travelling allowances.

Distribution

D All Officers, Region , 1 copy each.
Spares 20

A. N. Hancock
A. N. HANCOCK
Colonel.
Regional Commissioner.

ALLIANCE GOVERNMENT
SOUTH REGION HEADQUARTERS
APO 364

Forward 1806

27 January 1964

From Director

STAFF INFORMATION:

NO. 2:

ADMINISTRATION OF PANTALLERIA AND LAMPEDUSA

1. General Administration. Effective 21 January 1964, Pantalleria Island will come under the S.O.O.O. Trapani Province and Lampedusa Island under the S.O.O.O. Agrigento. Captain V. Lisi will remain at Pantalleria and is in charge at Lampedusa as Civil Affairs Officer.

Finance.

- a. Pantalleria. The Finance Officer, Trapani, will take Pantalleria financial matters under his jurisdiction. He will decide (with the S.O.O.O. with whether to have a S.O.O. Sub-accountant at Pantalleria or a C.O.O. with Lampedusa. The present P.O. Pantalleria, will report at the proper time to the P.O. Trapani for settlement of this point, as well as for the purpose of turning over to P.O. Trapani all necessary records, pending matters, etc.
- b. Lampedusa. The Finance Officer, Agrigento, will take Lampedusa financial matters under his jurisdiction. The P.O. Pantalleria and/or the S.O.O. Lampedusa will report at the proper time to the P.O. Agrigento on pending matters and turn over all necessary records to him. P.O. Agrigento will determine (with the S.O.O.O.) whether to have the S.O.O. Lampedusa act as Sub-accountant, or operate on an Imprest Fund, or otherwise.
- c. For both Pantalleria and Lampedusa. If it is decided to adopt the Imprest Fund System, the present Sub-accountant's fund will be closed by transfer of the balance of cash in hand to the Provincial Finance Officer, a final abstract of Receipts and Disbursements to the closing date being submitted to the Chief Accountant, Region I. If the Imprest System is not adopted, the Sub-accountant will continue to report to the Chief Accountant, but through the Provincial P.O., who will be responsible for the prompt rendition of financial statements.

Supplies.

- a. All coal and P.O.L. are to be obtained direct from Africa, without requiring action by Regional Headquarters.
- b. Food supplies, including flour and supplemental items approved by Public Health Division, will be requisitioned by and delivered through the respective Provincial Supply Officer, who will arrange with the islands' C.O.O.'s for time and place of delivery. Civilian supplies furnished by Headquarters to the provinces for the islands will be paid for in accordance with the regular procedure for supplies consumed in the provinces.
- c. Regional Headquarters must be furnished at once with figures showing the number of inhabitants of the islands.

Telegraphic communications exist between the islands of Pantalleria and Lampedusa. The cable will be connected to

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