

*For
Nicholas DeBouch*

United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C.,

PREPARATION AND USE OF GOVERNMENT TRANSPORTATION REQUESTS--NEW SERIES.

Effective July 1, 1926.

General Regulations No. 46 issued by the Comptroller General of the United States prescribes the use of a new standard form of Transportation Request and incidentally requires the use of U. S. Government Transportation Identification Cards, both of which will be supplied by the Office of Accounts as required.

The new Requests differ from the old series materially, both as to form and method of preparation. In place of the Coupon is substituted a carbon copy, and this will involve the exercise of particular care on the part of the traveler in preparing the Requests to insure legible copies being furnished the Office of Accounts, where they are used in encumbering the travel allotments and in verifying the transportation companies' bills.

Use a typewriter, stiff fountain pen, or hard indelible pencil in preparing Requests. It is essential that legible carbon copies be furnished this Office, and that cost of ticket be shown thereon.

The books, as well as the individual requests, are numbered, and travelers are to be held strictly responsible for their proper use or return for cancellation, and for the prompt transmittal of carbon copies as requests are issued.

Books of 10 requests each are provided with two inserts (Form 1029) for use in recording data (reverse side) relating to issue of requests, and these are to be retained (in the book) by the traveler until the book is exhausted or the trip completed when the cover, whether with or without unused requests, will be surrendered to the Office of Accounts for proper record and disposition.

Do not detach Form 1029 from covers as it bears the signature of the Issuing Officer and serves to readily identify the book.

For individual travelers, provided with proper authority, books of Transportation Requests will be issued in blank, this Office indicating the issue by filling in and signing the left hand block provided on the face of Form 1029. The traveler then becomes the "Issuing Officer" and responsible for the preparation and signature both as issuing officer and traveler.

Requests should be prepared in full and signed by the traveler over the instruction "(Signature of issuing officer)" before presentation to the Ticket Seller.

When ticket is received the traveler should sign over the instruction "(Signature of traveler)", first filling in "place" and date, and surrender the Request to the ticket seller. Be sure that the cost of the ticket is shown on the carbon copy of the request.

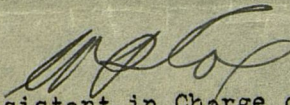
In the case of Pullman or like accommodations, where reservation is endorsed on the Request by ticket seller, the Request should not be receipted by the traveler until he has claimed and received his reservation, when he will sign the receipt and surrender the Request to the Pullman conductor or ticket collector.

All ticket sellers and conductors have been notified to require travelers to submit proper evidence of identity, and this will be supplied by the special form of Identification Card prescribed and issued for the purpose. Travelers should be prepared to present the card to ticket sellers and conductors upon request.

For Field Stations and Offices requests will be issued to the officials in charge for their individual use in the manner described above and such requests may not be used by their assistants.

No expiration date will be inserted on the Requests and they will be recalled for cancellation only upon termination of employees' service or some equally imperative reason.

Carbon copies of Requests must be detached when originals are surrendered to ticket sellers and mailed immediately to your Washington office. This is highly important and essential to the protection of travel allotments.


Assistant in Charge of Accounts.

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BUREAU OF PLANT INDUSTRY.
Office of Accounts.

Memorandum on Travel in Foreign Countries.

1. The Travel Regulations require that reimbursement vouchers covering travel in foreign countries MUST BE STATED IN THE RESPECTIVE FOREIGN CURRENCIES, and conversion made into United States currency; and that a RECEIPT MUST BE ATTACHED TO THE VOUCHER showing the exchange rate (Par. 90, T.R.).
2. VESSELS REGISTERED UNDER THE LAWS OF THE UNITED STATES MUST BE USED when available. The Comptroller General will not credit expenses incurred on foreign ships until satisfactorily explained (Par. 95, T.R.)
3. THE SPECIAL PASSPORT issued by the State Department to Government representatives should be vised free by representatives of the foreign countries to be visited prior to leaving the United States (Par. 718 Administrative Reg.)
4. Reimbursement vouchers should be rendered monthly, and delay in submitting the same must be explained (Par. 84 T.R.; B.P.I. Memo. 237).
5. Time of arrival at and departure from all points affecting per diem allowances must be given in the voucher. Also date of arrival at last point of uncompleted duty must be given in spaces at top of inside of front page of subsequent vouchers. (Par. 48, T.R.)
6. BAGGAGE CHARGES: Show kind, number of pieces, and indicate which are Government property. Storage charges must be explained.
7. PER DIEM allowances must be claimed in U. S. currency, and includes all items listed in Chapter V, T. R. Street car and other fares between place where meals or lodgings are obtained and place of duty are not allowable in addition to per diem. (Par. 44, T.R.)
8. SUBVOUCHERS are required as listed under paragraph 80, T.R., and where rendered in foreign language, the English translation must be given (Par. 80-f T.R.)
9. PERSONAL ITEMS such as aprons, boots, gloves, goggles, white suits, etc. are not allowable. Semi-personal items such as fountain pens and brief cases must show official necessity for securing. (Par. 30, Fiscal Regulations).
10. TELEGRAMS AND CABLEGRAMS: Copies of messages required. (Par. 86-q, T.R.)
11. EMERGENCY ITEMS such as guides and interpreters must be explained, and subvouchers submitted where required. (Pars. 70 and 80-k, T.R.)
12. In remote regions where it is impracticable to have the jurat on voucher executed, the circumstances must be explained (Par. 92, T.R.)
13. The pink form 1039 must be submitted with vouchers covering expenditures from advances of Government funds (App. I, T.R.)

T.R. = Travel Regulations.