Standard Form No. 1012a
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem

Voucher No. 58
No.

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the sum of $
J. R. McCARL,
Comptroller General of the United States.
By

U. S. DEPARTMENT OF AGRICULTURE, FOREST SERVICE
(Department, Bureau, or Establishment)
Appropriation:

PAID BY
(For use of Paying Office)

THE UNITED STATES, Dr.,
To H. G. Mac Millan
(Payee)
Div. of Plant Exploration, B. P. I.
(Address)
Official Headquarters Los Angeles, Calif Domicile Residence
(For use of the Postal Service only)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty from Oct. 1, 1934, to Oct. 28, 1934, as per itemized statement within, under authority No. 8, dated 7/1/34, $ 139 83

AMOUNT Dollars	AMOUNT Cents	NOTATIONS (Payee must not use this column)
139	83	

(Additional statements by Department, Bureau, or Establishment, if deemed necessary)	(ACCOUNTING CLASSIFICATION)	(Payee will NOT use this space)			
		Differences			
		Account verified; correct for $			
		(Signature or initials)			

MEMORANDUM

Prin. Agr. Explorer
BeverlyHills,Cal
November 34

Postmaster

Paid by { Check No. , dated , 19 , for $ } on Treasurer of the United States in favor of payee named above
Cash, $, on , 19

MEMORANDUM—DO NOT SIGN

8—6319a

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:
   * Arrived at Dairen, Manchuria on Sept. 28, 1934
   for temporary duty for approximate period _____
   Approximate date of return to official headquarters _____, 19__
2. State authorized allowance for per diem in lieu of subsistence: $ 6.00 † ; on board ship $2.50
3. State authorized allowance for actual subsistence expenses: Not to exceed $_____ † per day.

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

DATE 1934	L/A No. 8 CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE	AMOUNT OTHER		NOTATIONS (Payee must not use this column)
October	Dairen, Manchuria. Following in Japanese Yen.					
1	Automobile, trip to Port Arthur and return	1		16	00	
2	Taxicab, local use, official business			1	50	
	Postage, official business				60	
3	Storage of ammunition	2		5	00	
	Book, Manchurian Report; for scientific study	3		5	00	
	Taxicab, official business			1	00	
4	Transfer baggage hotel to ship; 10 pieces			3	50	
	Left Dairen 11.00 am					
	Steamship fare, first class, Dairen to Shanghai, China.			60	00	
	Total amount in Japanese Yen			92	60	
	Following in Manchoukuo Gobi Dollars					
2	Telegram	4		1	81	
	Total amount in Gobi			1	81	
6	Following in Shanghai Chinese currency					
	Arrived Shanghai, China, 12.00 noon					
	Transfer of 10 pieces baggage and equipment from SS Hoten Maru through customs and delivery on board SS President Hoover, all charges	5		13	40	
	Total amount in Shanghai Currency			13	40	
9	Left Shanghai, China 9.00 am					
	Steamship transportation Shanghai, China to Los Angeles, Cal. transp. req. A-499,902					
12	Arrived Yokohama, Japan 11.00 am					67
	Following in Japanese Yen					
	Railroad fare Yokohama to Tokyo				86	
	Taxicab, railroad station to American Consulate			1	00	
	Taxicab, American Consulate to railroad station			1	00	
	Railroad fare Tokyo to Yokohama				86	
	Total amount in Japanese Yen			3	72	
	Left Yokohama, Japan, 6.00 pm.					
	Following in U. S. Currency					
23	Deck chair, rental for trip	6		2	00	
24	Arrived San Francisco, Cal. 4.00 pm					
27	Left San Francisco 12.00 noon					
28	Arrived Los Angeles 9.00 am					
	Transfer of baggage from wharf, San Pedro to residence, Los Angeles	7		9	50	
	Total in U. S. Currency			11	50	
	According to exchange receipts shown in previous account, the exchange rate is ¥92.60 3.72					
	Total of ¥96.32					
	Equivalent of above in U. S. Currency			28	00	
	According to exchange receipt shown in previous account, exchange rate is Gobi $2.948 equals $1.00 U.S.					
	Equivalent of above expenditure in U. S. Currency				61	
	TOTALS (to be carried forward to Continuation Sheet, if necessary)					
	TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)					

10—166aa

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS

(To be used at discretion of Department, Bureau, or Establishment)

DATE OF TRAVEL 1934	No. of Transportation Request A	FROM—	TO—	VIA R. R.	AMOUNT		NOTATIONS (Payee must not use this column)
Oct. 9	499,902	Shanghai, China	Los Angeles, Cal.	Dollar SS Line	336	00	

GOVERNMENT PRINTING OFFICE 10—1664a

C O P Y

EXPLANATIONS

1. Automobile. Trip to Port Arthur from Dairen on official business with officials of the Kwantung Government. The time required was about six hours, and the distance 60 miles. The receipt is the regular one which the Yamato Hotels issue, and is authentic.

2. Storage of ammunition. An excess of ammunition was taken to Manchuria, and because of local laws could not be moved farther. It became necessary to store it under police supervision for the interval between June and October. Receipt is authentic.

3. Book. Purchased for scientific study in connection with the work of the expedition.

4. Baggage. Consisted of the equipment and collections. Handled as regular baggage.

5. Transfer of baggage in Shanghai. This had to be transfered from one ship to another, and passed through costoms, with stevefore coolie charges. Transfer agent attended to all of that for amount shown.

6. Yokohama. It was necessary to visit at the American Consulate, Tokyo, on official business.

7. Transportation request as issued for two persons, J. L. Stephens and myself. Only one is charged in account.

8. Per diem. Coming eastward in the Pacific, one extra day is gained over the calender due to crossing the 180° Meridian. Going west on the outward trip the day was lost.

H. G. Mac Millan

COPY

Standard Form No. 1012c
Form approved by
Comptroller General U. S.
June 26, 1924

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem—Continuation Sheet

MEMORANDUM

Payee H. C. Mac Millan

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

DATE 19 34	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOUCHER NUMBER	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
October							
	Brought forward						
28	Exchange receipt, purchase of Shanghai Chinese	8					
	Currency, $137.93 for $50. U. S. gives ex-						
	change rate of $2.758 equals $1.00 U. S.						
	Expenditure in Chinese money $13.40						
	Equivalent of above in Chinese Currency				4	85	
	Expenditures shown above in U. S. Currency				11	50	
	Per diem allowance						
	Oct. 1 to 11.00am Oct. 4, 3.5 days at $6.00		21	00			
	Oct. 4, noon, to noon Oct. 6, 2 days at $2.50		5	00			
	Oct. 6, noon to 9.00 am Oct. 9, 3 days at $6.00		18	00			
	Oct. 9 noon to noon Oct. 12, 3 days at $2.50		7	50			
	Oct. 12, noon to 6.00 pm, 1/4 day at $6.00		1	50			
	Oct. 12, 6.00 pm to 9.00 am Oct. 28, 17.75 days						
	at $2.50 (count includes meridian day)		41	87			
	Totals of the above		94	87	44	96	
	Total amount of voucher				139	83	

10—1664c

DATE 19	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOUCHER NUMBER	AMOUNT		NOTATIONS
			SUBSISTENCE	OTHER	(Payee must not use this column)

TOTALS (to be carried forward to Continuation Sheet, if necessary)

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)

COPY

Standard Form No. 1039
Form approved by Comptroller General U. S.
October 19, 1926

STATEMENT TO ACCOMPANY ACCOUNTS RENDERED UNDER AN ADVANCE OF FUNDS

November 1, 1934
(Date)

Account of H. G. MacMillan under an advance of funds made under travel authority No. 8-F, dated July 1, 1934, and under bond dated April 10, 1934

Amount of advance $ 2,500.00

Expended and not previously reimbursed:

Date Submitted	Period Covered	Amount
5/1/34 - 9/30/34	April 11 - Sept. 30	$ 1,969.66 (see over)
11/1/34	Oct. 1 - 28	139.83

TOTAL, $ 2,109.49

Balance due United States kept in cash, $ 390.51

I CERTIFY that the foregoing is a correct statement of my account, that I will not continue in a travel status until ..... and that I will not have further need for this advance.

PLEASE CREDIT TO ADVANCE OF FUNDS

Signature H. G. MacMillan

Prin. Agr. Explorer
(Official title)

GOVERNMENT PRINTING OFFICE 10—1780

		$2,500.00
May account	$ 45.73	
June "	236.76	
July "	464.33	
May-June (supplemental)	34.77	
August acct.	782.17	
Sept. "	405.90	
	1,969.68	
Oct. "	139.83	2,109.49

Balance due . . . . . .$. 309.51

60

COPY

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Oct. 28 to Oct. 31, 1934

October Date 1934	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 28	en route Los Angeles, Cal.	Disembarkation, and Customs examinations.	Arrived Los Angeles Cal. 9.00 am
Monday 29	Los Angeles.	Baggage, mail, and desk matters	
Tuesday 30	Los Angeles	Mail and desk matters	
Wednesday 31	Los Angeles	Mail and desk matters.	
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

_____ (Name) _____ (Office)

From _____ to _____, 19

Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Oct. 21 to Oct. 27, 1934

October 1934 Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 21	en route	en route	
Monday 22	en route	en route	
Tuesday 23	en route	en route	
Wednesday 24	en route		Arrived San Francisco, 6.00 pm
Thursday 25	San Francisco Cal.	Fumigation of plants and plant material.	
Friday 26	San Francisco	Preparation of grass for shipment	
Saturday 27	San Francisco	Shipment of plant material by express	Left San Francisco 12.00 noon

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

C O P Y

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Oct. 17 to Oct. 20, 1934

October Date 1934	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday 17	en route	en route	
Thursday 18	en route	en route	
Friday 19	en route	en route Honolulu. Visit at Experiment Station	
Saturday 20	en route	en route	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE. 1928 S—624S

(OVER)

COPY

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Oct. 14 to Oct. 17, 19 34

October Date 1934	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 14	en route	en route	
Monday 15	en route	en route	
Tuesday 16	en route	en route	
Wednesday 17	en route	This date is counted twice, one day of this date being known as Meridian Day, or the day which the ship crosses the 180° Meridian going East.	
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

_____ _____

(Name) (Office)

From _____ to _____, 19

Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Oct. 7 to Oct. 13, 1934

October Date 1934	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 7	Shanghai, China	Consultation with American Officials	
Monday 8	Shanghai, China	Business at American Consulate and Bureau of Agrc. Economics office	
Tuesday 9	Shanghai, China en route	en route	Left Shanghai 9.00a
Wednesday 10	en route	en route	
Thursday 11	en route	en route	
Friday 12	en route Yokohama	Business at American Consulate in Tokyo.	Arrived Yokohama 11.00a Left Yokohama 6.00p See Explanation
Saturday 13	en route	en route	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Oct 1 to Oct. 6, 1934

October Date 1934	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday 1	Dairen, Man	Business at American Consulate Visit at Port Arthur by automobile	Left Dairen 9.00 a Returned to Dairen 3.30p
Tuesday 2	Dairen	Business with Japanese officials Business at American Consulate	
Wednesday 3	Dairen	Business at American Consulate Preparations for leaving	
Thursday 4	Dairen, Man	Business at American Consulate en route	Left Dairen 11.00am by ship
Friday 5	en route	en route	
Saturday 6	en route Shanghai, China	Consultation with American officials	Arrived Shanghai, China 12.00 noon

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

COPY

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
FISCAL YEAR 193

ANALYSIS OF TRAVEL EXPENSES

Name H. G. MacMillan Title Prin.Agr.Explorer L. A. No. 8-P

Office Plant Explor. & Introduction Headquarters Los Angeles, Calif.

Project No. 3805 Period of travel from October 1 to October 28, 193(4)

Subsistence	$ 94.87
Transportation—	
Common carrier	356.00
Sleeping car	
Mileage in personal automobile at ____ cents per mile	
Other transportation	44.96
Wages paid to assistants	
Miscellaneous items	
TOTAL	$ 495.83

Analysis of subsistence:

Days in travel status, No.

Average daily expense—

(1) Continuous travel $ 3.39

(2) At one point
(Over 30 consecutive days)

Number of days

(See instructions below)

Itinerary: Dairen, Manchuria, China to Shanghai to Yokohama, Japan, to Los Angeles, California.

Remarks:

INSTRUCTIONS

Subsistence:

Include items listed under Chapters V, VI, and VII, Travel Regulations.

In analyzing subsistence expenses, all travel will be considered continuous unless stop-over of more than 30 days is made at one point, and the average daily expense should be reported under (1). Periods of over 30 days at one place should be reported under (2) and the balance under (1). Fractional parts of days will be included in subsistence periods, each six hours, beginning at midnight, constituting one-fourth of a day. Proportionate deductions will be made from subsistence periods for time spent on leave.

Common carrier:

Include railroad, parlor car, boat, and long-distance stage or bus line fares, both where cash is paid or transportation requests are used, also purchase of scrip books. (Show sleeping car charges separately.)

Other transportation:

Include automobile hire, livery, street car, bus, and taxi fares, transfer of baggage, excess baggage, tips to Pullman, hotel, station, and dock porters, and to cabin and deck stewards on boats, checking baggage, and storage of personal automobile.

Wages:

Include cash payments to assistants paid on a time basis.

Miscellaneous items:

Include supplies, job services, telegrams, telephone calls, etc.

Itinerary:

Show points of starting and ending travel, and the States or sections visited.

Remarks:

Explain unusual items of expense. The amount shown as "Total" should be the amount claimed by the traveler, plus the amount of transportation requests used as shown on back of voucher.

U. S. GOVERNMENT PRINTING OFFICE: 1930 8—7368

Standard Form No. 1012a
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem

Voucher No. _____
No. _____

COPY

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the sum of $_____
J. R. McCARL,
Comptroller General of the United States.
By _____

U. S. DEPARTMENT OF AGRICULTURE, FOREST SERVICE
(Department, Bureau, or Establishment)
Appropriation: _____

THE UNITED STATES, Dr.,
To H. G. Mac Millan
(Payee)
1725 Fifth Avenue, Los Angeles, California.
(Address)

PAID BY
(For use of Paying Office)

Official Headquarters Los Angeles, Calif. Domicile _____ Residence _____
(For use of the Postal Service only)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty from April 11, 19 34, to April 30, 19 34, as per itemized statement within, under authority No. 909-P, dated April 11, 1934, $

AMOUNT Dollars	AMOUNT Cents	NOTATIONS (Payee must not use this column)
2	43	

(Additional statements by Department, Bureau, or Establishment, if deemed necessary)

(ACCOUNTING CLASSIFICATION)
3805
0500 - .48
0615 - .40
0280 - 1.55

(Payee will NOT use this space)
Differences _____
Account verified; correct for _____ $ _____
(Signature or initials) _____

Prin. Plant Explorer
Beverly Hills, Cal.
third May 34

MEMORANDUM

Postmaster

Paid by { Check No. _____, dated _____, 19____, for $_____ } on Treasurer of the United States in favor of payee named above
Cash, $_____, on _____, 19____

MEMORANDUM—DO NOT SIGN

8—6319a

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:
   * Arrived at Permanent Station, Los Angeles, California., 19____
   for temporary duty for approximate period _____
   Approximate date of return to official headquarters _____, 19____
2. State authorized allowance for per diem in lieu of subsistence: $_____†
3. State authorized allowance for actual subsistence expenses: Not to exceed $_____† per day.

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

DATE 19.34	L.A. 909-P CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
April							
26	Telegram	1				48	
	2 street car fares, official business, 10¢ each					20	
28	Pad locks	2				75	
	Chain	2				80	
30	2 street car fares, official business, 10¢ each					20	
	Total amount of voucher				2	43	

TOTALS (to be carried forward to Continuation Sheet, if necessary)_____

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)_____

10—1664a

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS

(To be used at discretion of Department, Bureau, or Establishment)

DATE OF TRAVEL	NO. OF TRANSPORTATION REQUEST	FROM—	TO—	VIA R. R.	AMOUNT	NOTATIONS (Payee must not use this column)

GOVERNMENT PRINTING OFFICE

10—1664a

2

Standard Form No. 1039
Form approved by Comptroller General U. S.
October 19, 1926

STATEMENT TO ACCOMPANY ACCOUNTS RENDERED UNDER AN ADVANCE OF FUNDS

May 1, 1934.
(Date)

Account of H. G. MacMillan under an advance of funds made under travel authority No. 909-P, dated April 11, 1934, and under bond dated April 10, 1934

Amount of advance $ 2,500.00

Expended and not previously reimbursed:

Date Submitted	Period Covered	Amount
May 1	April 1934	$ 2.43

TOTAL, $ 2.43

Balance due United States kept in cash, $ 2,497.57

I CERTIFY that the foregoing is a correct statement of my account, that I will -- continue in a travel status until indefinitely and that I will -- have further need for this advance.

PLEASE CREDIT TO ADVANCE OF FUNDS.

Signature H. G. MacMillan

Principal Plant Explorer.
(Official title)

GOVERNMENT PRINTING OFFICE 10—1780

Standard Form No. 1012a
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem

Voucher No. _____
No. _____

4

COPY

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the sum of $_____
J. R. McCARL,
Comptroller General of the United States.
By _____

U. S. DEPARTMENT OF AGRICULTURE, FOREST SERVICE
(Department, Bureau, or Establishment)

Appropriation: _____

THE UNITED STATES, Dr.,
To H. G. MacMillan
(Payee)
Office of Plant Exploration & Introduction
(Address)

PAID BY
(For use of Paying Office)

Official Headquarters Los Angeles, Calif. Domicile _____ Residence _____
(For use of the Postal Service only)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty from May 1, 19 34, to May 31, 19 34, as per itemized statement within, under authority No. 909-P, dated April 11, 1934, $ 47 24.

(Additional statements by Department, Bureau, or Establishment, if deemed necessary)	(ACCOUNTING CLASSIFICATION)	(Payee will NOT use this space)	AMOUNT Dollars	AMOUNT Cents	NOTATIONS (Payee must not use this column)
	3801 0615 - $30.99 0616 - 16.25	Differences			
		Account verified; correct for $			
		(Signature or initials)			

MEMORANDUM

Paid by { Check No. _____, dated _____, 19____, for $_____ { on Treasurer of the United States in favor of payee named above
Cash, $_____, on _____, 19____

MEMORANDUM—DO NOT SIGN

8—6319a

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:
   * Arrived at _____ on _____, 19____
   for temporary duty for approximate period _____
   Approximate date of return to official headquarters _____, 19____
2. State authorized allowance for per diem in lieu of subsistence: $ 5.00 †
3. State authorized allowance for actual subsistence expenses: Not to exceed $_____ † per day.

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

DATE 64 May	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
7	Photographic developer	1			2	70	
	Pliers	2			1	10	
8	Telegram	3				34	
9	Hardware supplies	4					
	One brass punch					75	
	Fold rule, 6'					45	
	2 lbs. wire					40	
	3 screw clamps at 15¢					45	
	12 ft. shot chain				1	20	
	2 padlocks at 25¢					50	
9	Car seals, 100 @ 1¢	5			1	00	
	2 tubes rubber base cement at 25¢					50	
10	Air mail stamp					08	
11	Air mail stamp					08	
	Special delivery stamp					10	
12	Baggage transfer, 6 trunks, 2 boxes, 6 bags, Los Angeles						
	Calif. to Wilmington Harbor, Cal.	6			15	50	
	Air mail stamp					08	
15	Telegram	7				25	
	Special delivery stamp					10	
16	Left Los Angeles, Cal. 7.30 a.m. by automobile.						
	Arrived San Francisco, Cal. 7.30 p.m.						
17	3 telephone calls, local, from hotel at 10¢					30	
	2 telephone calls, local, from hotel at 10¢					20	
19	Left San Francisco, Calif. 2.00 a.m.						11
	Steamship fare, Los Angeles, Calif. to Yokohama, Japan,						
	for myself and J. L. Stephens, transp. request No.499,901						
23	Arrived Honolulu, T. H. 9.00 a.m.						
	Typewriter ribbon	8				75	
	Taxicab fare, local, to Experiment Station					85	
	3 street car fares at 10¢, official business					30	
	Left Honolulu, T. H. 7.00 p.m. continuing by boat						
27	Laundry	9			1	51	
31	Steamer chair	10			1	50	
31	Per diem allowance. 7.30 a.m. May 16 to midnight May 18;						
	2-3/4 days at $5.00		13	75			
	Per diem allowance, one half day May 23		2	50			
	TOTALS (to be carried forward to Continuation Sheet, if necessary)		16	25	30	99	
	TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)				47	24	

10—106da

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS

(To be used at discretion of Department, Bureau, or Establishment)

DATE OF TRAVEL 1934	NO. OF TRANSPORTATION REQUEST	FROM—	TO—	VIA R. R.	AMOUNT		NOTATIONS (Payee must not use this column)
May 19	A499,901	Los Angeles Calif.	Yokohama, Japan	Dollar Line	620	00	
(Two fares)		J. L. Stephens and H.	G. MacMillan				

GOVERNMENT PRINTING OFFICE 10—1664a

5

Standard Form No. 1039
Form approved by Comptroller General U. S.
October 19, 1926

STATEMENT TO ACCOMPANY ACCOUNTS RENDERED UNDER AN ADVANCE OF FUNDS

June 1, 1934
(Date)

Account of H. G. MacMillan under an advance of funds made under travel authority No. 909-P, dated ~~April 11, 1923~~, and under bond dated April 10, 1934

Amount of advance $ 2,500.00

Expended and not previously reimbursed:

Date Submitted	Period Covered	Amount
May 1, 1934	April	$ 2.43
June 1, 1934	~~May~~	47.24

TOTAL, $ 49.67

Balance due United States kept in _____, $ 2,450.33

I CERTIFY that the foregoing is a correct statement of my account, that I will _____ continue in a travel status until _____ and that I will _____ have further need for this advance.

Signature H. G. MacMillan

Prin. Agr. Explorer
(Official title)

GOVERNMENT PRINTING OFFICE 10—1780

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G.MacMillan (Name) — Plant Exploration & Introduction (Office)

From May 16 to May 19, 19 34

Date 1934	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday May			
Monday			
Tuesday			
Wednesday 16	en route	en route	Left Los Angeles, Calif. by automobile 7.30 A.M. Arrived San Francisco, Calif. 7.30 p.m.
Thursday 17	San Francisco	Day occupied with matters relative to supplies, ticket, and details of leaving.	San Francisco.
Friday 18	San Francisco	Vise acquired for passport, and details incident to leaving	San Francisco.
Saturday 19	en route	en route on S. S. President Hoover	Left San Francisco, Calif 2.00 am. enroute to Yokohama, Japan

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. MacMillan (Name) — Plant Exploration & Introduction (Office)

From May 20 to May 26, 1934

Date 1934	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday May 20	en route		
Monday 21	en route		
Tuesday 22	en route		
Wednesday 23	Honolulu, T. H.	Day occupied with visit to experiment station, and search for grasses	Arrived Honolulu 9.00 a.m Left Honolulu 7.00 p.m.
Thursday 24	en route		
Friday 25	en route		
Saturday 26	en route		

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. MacMillan (Name) — Plant Exploration and Introduction (Office)

From May 2 to May 27, 1934

Date May	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 27	en route		
Monday 28	en route	This day omitted from the calendar because in crossing the 180° meridian, one day lost.	
Tuesday 29	en route		
Wednesday 30	en route		
Thursday 31	en route		
Friday		(Arrival in Yokohama is scheduled for- June 1).	
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

_____ (Name) _____ (Office)

From _____ to _____, 19

Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 S—6248

(OVER)

8

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
FISCAL YEAR 193 4

ANALYSIS OF TRAVEL EXPENSES

Name H. G. MacMillan Title Prin. Agr. Explorer L. A. No. 909-P

Office Plant Explor. & Intro. Headquarters Los Angeles, Calif.

Project No. 3801 Period of travel from May 1 to May 31, 193 4

Subsistence	$ 16.25
Transportation—	
Common carrier	10.00
Sleeping car	
Mileage in personal automobile at ____ cents per mile	
Other transportation	30.99
Wages paid to assistants	
Miscellaneous items	
TOTAL	$ 357.24

Analysis of subsistence:

Days in travel status, No. 3-1/4

Average daily expense—

(1) Continuous travel $ 5.00

(2) At one point
(Over 30 consecutive days)

Number of days
(See instructions below)

Itinerary: San Francisco, Calif. to Yokoaham, Japan

Remarks: Accompanied by J. L. Stephens. T. R. $499,901 covers transportation of two persons.

INSTRUCTIONS

Subsistence:

Include items listed under Chapters V, VI, and VII, Travel Regulations.

In analyzing subsistence expenses, all travel will be considered continuous unless stop-over of more than 30 days is made at one point, and the average daily expense should be reported under (1). Periods of over 30 days at one place should be reported under (2) and the balance under (1). Fractional parts of days will be included in subsistence periods, each six hours, beginning at midnight, constituting one-fourth of a day. Proportionate deductions will be made from subsistence periods for time spent on leave.

Common carrier:

Include railroad, parlor car, boat, and long-distance stage or bus line fares, both where cash is paid or transportation requests are used, also purchase of scrip books. (Show sleeping car charges separately.)

Other transportation:

Include automobile hire, livery, street car, bus, and taxi fares, transfer of baggage, excess baggage, tips to Pullman, hotel, station, and dock porters, and to cabin and deck stewards on boats, checking baggage, and storage of personal automobile.

Wages:

Include cash payments to assistants paid on a time basis.

Miscellaneous items:

Include supplies, job services, telegrams, telephone calls, etc.

Itinerary:

Show points of starting and ending travel, and the States or sections visited.

Remarks:

Explain unusual items of expense. The amount shown as "Total" should be the amount claimed by the traveler, plus the amount of transportation requests used as shown on back of voucher.

U. S. GOVERNMENT PRINTING OFFICE: 1930 8—7368

EXPLANATIONS.

Steamship tickets. In purchasing the steamship tickets they were designated from Los Angeles, Calif. to Yokohama, Japan. The fare charged from Los Angeles was the same as the fare charged from San Francisco, and no saving would have resulted in purchasing them from San Francisco. The baggage consisting of the field and scientific equipment was assembled in Los Angeles, and advantage was taken of the ticket arrangement to put the baggage aboard at the Los Angeles Harbor, Wilmington, and avoid the expense of carriage to San Francisco.

Telephone Calls. Local telephone calls in San Francisco were necessary official business, to the Steamship Office, Japanese Consulate, and other points relative to the trip.

Steamer chair. The rental was paid on the last day of travel, the ship being due to arrive early June 1.

Vouchers. Where no title appears for person signing, no title was claimed, the person being the business concern.

Automobile. Travel by automobile from Los Angeles to San Francisco was by official automobile, the use of which is explained under L.A 179-P.

H. G. MACMILLAN

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UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON, D. C.

July 10, 1934.

OFFICE OF THE CHIEF

Mr. H. G. MacMillan,

Foreign Plant Introduction

Dear Mr. MacMillan:

In the administrative examination of your expense account for the period May 1-31, 1934. . . . . submitted in the sum of $47.24, it has been necessary to make suspensions amounting to $1.51. . . . . as set forth below. If any of the items are resubmitted, they must be supported by the required explanation, sub-voucher or receipt, and be accompanied by this letter. The account has been approved for payment in the sum of $45.73.

Subvoucher #9, covering laundry on boat enroute from San Francisco to Honolulu, $1.51, as reimbursement of actual subsistence expenses is prohibited by law, since July 1, 1932. It is noted that your L/A provides for a per diem of $2.50 while on board of vessel, but that no per diem was claimed between San Francisco and Honolulu. It appears, that this per diem allowance was granted in lieu of such items as laundry, and other subsistence expenses necessary on the boat. The correct allowance during ocean travel between San Francisco and Honolulu is for 4½ days from May 19 to 9:00 A.M., May 23, inclusive, only 1/4 day being allowable onMay 23, since you were allowed 1/2 day to 7:00 P.M. at $5.00 per day, while actually in Honolulu. An additional 1/4 day, however, at $2.50 per day, still remains due from 7:00 P.M. , until midnight on May 23.

Very truly yours,

Assistant in Charge of Accounts

Enclosures
909-P
ALS/rb
Copy to

copy

Standard Form No. 1012a
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem

Voucher No. 12
No.

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the sum of $
J. R. McCARL,
Comptroller General of the United States.
By

U. S. DEPARTMENT OF AGRICULTURE, FOREST SERVICE
(Department, Bureau, or Establishment)
Appropriation:

THE UNITED STATES, Dr.,
To H. G. MacMillan,
(Payee)
Div. of Plant Exploration, B.P.I.
(Address)

PAID BY
(For use of Paying Office)

Official Headquarters Los Angeles, Calif. Domicile Residence
(For use of the Postal Service only)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty from May 19, 19, to June 16 (Supp), 19 34, as per itemized statement within, under authority No. 909-P, dated Apr. 11, 1934, $

AMOUNT Dollars	AMOUNT Cents	NOTATIONS (Payee must not use this column)
36	25	

(Additional statements by Department, Bureau, or Establishment, if deemed necessary)	(ACCOUNTING CLASSIFICATION)	(Payee will NOT use this space)
	3801 0616	Differences Account verified; correct for $

(Signature or initials)

Original to Accts 8/18/34

MEMORANDUM

Prin.Agr. Explorer,
Harbin, Manchuria
July 1934

Paid by { Check No. , dated , 19, for $ on Treasurer of the United States in favor of payee named above
Cash, $, on , 19

MEMORANDUM—DO NOT SIGN

8—6319a

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:
   * Arrived at _____ on _____, 19____
   for temporary duty for approximate period _____
   Approximate date of return to official headquarters _____, 19____
2. State authorized allowance for per diem in lieu of subsistence: $ 5.00 in USA; $6.00 in foreign countries
3. State authorized allowance for actual subsistence expenses: Not to exceed $_____† per day. $2.50 on vessels

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

DATE 19 34	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained) L/A 909-P	SUB-VOU. NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
May	Supplementary Account						
	Per diem allowance while on board ship.						
	May 19 to May 23 inclusive, 4½ days; May 24 to May 31, inclusive, with one day lost crossing the 180° Meridian going West, 7 days: a total of 11½ days at $2.50 per day		28	75			
June	June 1, ¼ day; June 13 to June 16, inclusive, 2¾ days; a total of 3 days at $2.50 per day		7	50			
	TOTAL AMOUNT OF VOUCHER		36	25			

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TOTALS (to be carried forward to Continuation Sheet, if necessary) _____

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet) _____

10—166a

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS

(To be used at discretion of Department, Bureau, or Establishment)

DATE OF TRAVEL	No. OF TRANSPORTATION REQUEST	FROM—	TO—	VIA R. R.	AMOUNT		NOTATIONS (Payee must not use this column)

GOVERNMENT PRINTING OFFICE 10—1664a

13

Standard Form No. 1039
Form approved by Comptroller General U. S.
October 19, 1926

STATEMENT TO ACCOMPANY ACCOUNTS RENDERED UNDER AN ADVANCE OF FUNDS

July 1, 1934
(Date)

Account of H. G. MacMillan under an advance of funds made under travel authority No. 909-P, dated _____, and under bond dated April 10, 1934

Amount of advance $ 2,500.00

Expended and not previously reimbursed:

Date Submitted	Period Covered	Amount
May 1	April	$ 2.43
June 1	May	45.73
July 1	June	236.76
July 1	May-June (supp)	36.25
	TOTAL,	$ 321.17

Balance due United States kept in cash, $ 2,178.83

I CERTIFY that the foregoing is a correct statement of my account, that I will _____ continue in a travel status until indefinitely and that I will _____ have further need for this advance.

PLEASE CREDIT TO ADVANCE OF FUNDS!

Signature H. G. MacMillan

Prin.Agr. Explorer
(Official title)

GOVERNMENT PRINTING OFFICE 10—1780

copy

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GENERAL ACCOUNTING OFFICE
WASHINGTON

Audit Division

PREAUDIT DIFFERENCE STATEMENT

Bureau of Plant Industry,
Department of Agriculture,
Schedule No. 1581

November 3, 1934

MacMillan, H. G. For.Plants
(Name of Payee)

36597
(Bureau Voucher No.)

Amount claimed			$36.25
Amount certified			34.77
Difference			$ 1.48

Per diem claimed and allowed on D. O. voucher 46424 (May 1934 travel),-	$16.25		
Per diem claimed and allowed on D. O. Voucher 111513(June 1934 travel),-	162.00		
Per diem claimed on this voucher,-	36.25	$214.50	
Correct allowance as follows:			
From 7:30 a.m. May 16 (hour of departure from official station) to 2 a.m. May 19 (hour of sailing) 2 20/24 days @$5	14.17		
~~$5x00m~~ - From 2:01 a.m. May 19 to 7 a.m.,June 1 (hour of arrival at Yokohama less 1 day lost crossing the 180° Meridian going West, 12 5/24 days @ $2.50,-	30.52		
From 7.01 a.m.,June 1 to 12 noon June 13, 12 5/24 days @$6,-	73.25		
From 12.01 p.m. June 13 (hour of sailing from Kobe to Darien) to 8 a.m., June 16, 2 20/24 days @ $2.50,-	7.08		
From 8:01 a.m. June 16 (arrival in Darien)to midnight June 30, 1934, 14 16/24 days @ $6,-	88.00	213.02	$1.48

Per diem was claimed on Voucher 46424 for ½ day @ $5 per day or $2.50 for the stopover in Honolulu, $2.50 is allowed for the whole day inasmuch as the boat was only in port from 9 a.m. to 7 p.m. on May 23, and officer appears to have rendered no official service ashore in Honolulu.

For the Comptroller General of the U. S.

By A.E.F.

909-P

F W

Original to Dr. Bressman for forwarding to MacMillan 11/16/34

copy

15

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
FISCAL YEAR 193

ANALYSIS OF TRAVEL EXPENSES

Name H. G. MacMillan Title Prin.Agr.Explorer L. A. No. 909-P

Office Plant Exploration & Introduction Headquarters Shanghai, China

Project No. 3801 Period of travel from May 19 to June 16, 1934

Subsistence	$ 36.25	Analysis of subsistence:	
Transportation—		Days in travel status, No. 14½	
Common carrier			
Sleeping car		Average daily expense—	
Mileage in personal automobile at ____ cents per mile		(1) Continuous travel	$ 2.50
Other transportation		(2) At one point (Over 30 consecutive days)	
Wages paid to assistants			
Miscellaneous items		Number of days	
TOTAL	$ 36.25	(See instructions below)	

Itinerary: Yokohama, Japan, to Tokyo, Dairen, China.

Remarks:

INSTRUCTIONS

Subsistence:

Include items listed under Chapters V, VI, and VII, Travel Regulations.

In analyzing subsistence expenses, all travel will be considered continuous unless stop-over of more than 30 days is made at one point, and the average daily expense should be reported under (1). Periods of over 30 days at one place should be reported under (2) and the balance under (1). Fractional parts of days will be included in subsistence periods, each six hours, beginning at midnight, constituting one-fourth of a day. Proportionate deductions will be made from subsistence periods for time spent on leave.

Common carrier:

Include railroad, parlor car, boat, and long-distance stage or bus line fares, both where cash is paid or transportation requests are used, also purchase of scrip books. (Show sleeping car charges separately.)

Other transportation:

Include automobile hire, livery, street car, bus, and taxi fares, transfer of baggage, excess baggage, tips to Pullman, hotel, station, and dock porters, and to cabin and deck stewards on boats, checking baggage, and storage of personal automobile.

Wages:

Include cash payments to assistants paid on a time basis.

Miscellaneous items:

Include supplies, job services, telegrams, telephone calls, etc.

Itinerary:

Show points of starting and ending travel, and the States or sections visited.

Remarks:

Explain unusual items of expense. The amount shown as "Total" should be the amount claimed by the traveler, plus the amount of transportation requests used as shown on back of voucher.

U. S. GOVERNMENT PRINTING OFFICE: 1930 8—7368

Standard Form No. 1012a
Form approved by
Comptroller General U. S.
May 3, 1929

copy

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem

Voucher No. _____
No. _____

17

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the sum of $_____
J. R. McCARL,
Comptroller General of the United States.
By _____

U. S. DEPARTMENT OF AGRICULTURE, FOREST SERVICE
(Department, Bureau, or Establishment)
Appropriation: _____

THE UNITED STATES, Dr.,
To H. G. MacMillan
(Payee)
Div. of Plant Exploration and Introduction
(Address)

PAID BY
(For use of Paying Office)

Official Headquarters Los Angeles Calif. Domicile _____ Residence _____
(For use of the Postal Service only)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty from June 1, 19 34, to June 30, 19 34, as per itemized statement within, under authority No. 909-P, dated Apr. 11, 1934, $ 236 76

AMOUNT Dollars	AMOUNT Cents	NOTATIONS (Payee must not use this column)
236	76	

(Additional statements by Department, Bureau, or Establishment, if deemed necessary)

(ACCOUNTING CLASSIFICATION)
3801
0615 - 74.76
0616 162.00

(Payee will NOT use this space)
Differences _____
Account verified; correct for _____ $ _____
(Signature or initials) _____

Original to Accts. 8/1/34

MEMORANDUM

Paid by { Check No. _____, dated _____, 19____, for $_____ } on Treasurer of the United States in favor of payee named above
Cash, $_____, on _____, 19____

MEMORANDUM—DO NOT SIGN

8—6319a

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:
   * Arrived at Yokohama, Japan on June 1, 1934
   for temporary duty for approximate period _____
   Approximate date of return to official headquarters _____, 19____
2. State authorized allowance for per diem in lieu of subsistence: $6.00 †
3. State authorized allowance for actual subsistence expenses: Not to exceed $_____ † per day.

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

DATE 1934 June	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
1	Arrived Yokohama, Japan, 7.00 am						
	Payments in cash in Japan and in Japanese territory are in Yen (1.00), and sen (0.01).						
	Baggage transfer Yokohama to Tokyo	1			6	00	
	Left Yokohama by hotel bus 10.00 am						
	Arrived Tokyo 11.00 am						
	Postage, official mail					70	
	Taxicab to American Consulate					65	
2	Taxicab to American Consulate					70	
4	Postage, official mail				1	20	
	Maps of Manchoukuo, 10 at 1.00	2			10	00	
	Messenger, to send to Department of Forestry				1	00	
6	Left Tokyo 8.00 am						
	Train fare Tokyo to Yokohama					96	
	Arrived Yokohama 9.10 am						
	Taxicab depot to express office				1	20	
	EXPRESS COMPANY. Landing charges, all baggage	3			3	80	
	Storage, equipment baggage	3			3	80	
	Shipment equipment baggage Yokohama to Dairen	3			3	80	
	Taxicab American Consulate to depot					70	
	Left Yokohama 12.15 pm; arrived Tokyo 1.10 am						
	Train fare Yokohama to Tokyo					96	
7	Taxicab, to visit government offices	4			6	00	
8	Taxicab, to visit government offices	5			9	00	
	Rubber stamp					50	
	Taxicab, local					70	
9	Cablegram, paid (18.12 + .05)	6			18	17	25
	Postage, official mail				2	40	
10	Postage, official mail				1	90	
11	Taxicab, to visit government offices	7			5	50	
	Taxicab used locally					70	
	Postage, official mail					38	
12	Transfer baggage, hotel to depot				5	00	
	Taxicab hotel to depot				1	00	
	Left Tokyo 9.00 am						
	Train fare Tokyo to Kobe				24	34	
	Arrived Kobe 6.00 pm						
	Transfer trunks train to ship, 2				3	50	
	Taxicab depot to hotel				1	20	
13	Taxicab hotel to ship				1	00	
	Left Kobe 12.00 noon by ship for Dairen						
	Passage, Kobe to Dairen, Manchuria				75	00	
16	Arrived Dairen, Manchuria, 8 a.m.						
	Transfer baggage wharf to hotel				3	50	
	Taxicab, wharf to hotel				1	50	
	Transfer equipment baggage wharf to store room				3	00	
18	Taxicab local use				1	50	
	Passport visa, Manchoukuo	8			10	70	
	Taxicab to visit government offices				3	00	
	Postage official mail				1	26	
19	Taxicab for transfer ammunition to special storage					85	
	TOTALS (to be carried forward to Continuation Sheet, if necessary)				217	07	
	TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)						

10—166a

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS

(To be used at discretion of Department, Bureau, or Establishment)

DATE OF TRAVEL	No. OF TRANSPORTATION REQUEST	FROM—	TO—	VIA R. R.	AMOUNT		NOTATIONS (Payee must not use this column)

GOVERNMENT PRINTING OFFICE 10—1664a

copy

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Standard Form No. 1039
Form approved by Comptroller General U. S.
October 19, 1926

STATEMENT TO ACCOMPANY ACCOUNTS RENDERED UNDER AN ADVANCE OF FUNDS

July 1, 1934
(Date)

Account of H. G. MacMillan under an advance of funds made under travel authority No. 909-P, dated April 11, 1934, and under bond dated April 10, 1934

Amount of advance $ 2500.00

Expended and not previously reimbursed:

Date Submitted	Period Covered	Amount
May 1	April 1934	$ 2.43
June 1	May, 1934	45.73
July 1	June, 1934	236.76

TOTAL, $ 284.92

Balance due United States kept in cash, $ 2,215.08

I CERTIFY that the foregoing is a correct statement of my account, that I will ____ continue in a travel status until -- and that I will -- have further need for this advance.

PLEASE CREDIT ACCOUNT TO ADVANCE OF FUNDS!

Signature H. G. MacMillan

Prin. Agr. Explorer
(Official title)

GOVERNMENT PRINTING OFFICE 10—1780

Standard Form No. 1012c
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem—Continuation Sheet

MEMORANDUM

Payee H.G. MacMillan

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

DATE 19 34 June	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB. VOU-NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
20	Postage official mail					68	
21	Taxicab visit to government offices				2	10	
22	Taxicab, local				1	00	
23	Automobile to visit Port Arthur and return	9			18	00	
25	Postage official mail				2	20	
26	Postage official mail					40	
	Cab to government office					50	
27	Postage official mail					70	
29	Taxicab to reach government offices				1	20	
30	Postage, official mail				1	35	
	Taxicab to reach government offices				1	50	
	Total in Japanese currency				246	70	
	Exchange rate $1.00 equals yen 3.30	10					
	Value in United States Currency				74	76	
1-13	Per diem allowance, 12-1/4 days at $6.00		73	50			
16-30	Per diem allowance, 14-3/4 days at $6.00		88	50			
	Total amount of per diem				162	00	
	Total amount of voucher				236	76	

10—1664c

DATE 19____	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)

TOTALS (to be carried forward to Continuation Sheet, if necessary) _____

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet) _____

U. S. GOVERNMENT PRINTING OFFICE: 1929

EXPLANATIONS

Baggage. There are several items of equipment baggage, containing the apparatus to be used in the field. There are also guns and ammunition included in it, so that on arrival in Japan it was expedient to place the baggage in bond to be carried through to Darien without being opened. The baggage was separated in Yokohama, and as soon as the route was selected, the equipment was shipped from there by boat. By handling it with the same steamship company with which passage was engaged, it was transported at no cost. The handling charges were transfers from ship to bond warehouse, and to ship.

Baggage. Among the personal baggage were several pieces required for the official work, and not personal property.

Taxicabs. In Tokyo there were several taxicab trips necessary in the performance of the work. The streets in Tokyo are not named usually, and the houses or buildings are not numbered in consecutive order. The system is that the first house built in a Ward is No. 1, the second one built is No. 2, but may be a mile from the first; and so on to the last. In addition the numbers and names are in Japanese characters. In using taxicabs, the driver was carefully instructed where to go at the beginning, and told to wait so that the instructions could be carried out at the second place, and so on. The government offices are spread far apart, so that traveling was necessary to reach them. A similar condition was true in Dairen, except that the numbering is not so confused.

Maps. The maps purchased are a new large scale map of Manchoukuo, some of which are sent to the Department for office uses.

Cablegrams. This was sent through the facilities of the State Department. using their code which is secret. The message was paid for by them, using the regular cables, and I reimbursed the Consular Office for the expense.

Passport visa. Manchoukuo is not recognized by the United States, and no effort was made to have the official passport recognized and visaed for no fee.

Ammunition. The carrying of ammunition into Manchuria, and especially into Manchoukuo is forbidden, except for a certain small allowance. It was necessary to separate the excess from the equipment baggage, and store it in an authorized place in Dairen, pending some further disposal or removal.

Port Arthur. The seat of the Kwantung Government, which is the Japanese directorate of the so-called leased territory, and at the same time, virtually the government of Manchoukuo, is at Port Arthur, and it has been necessary to go there in connection with official affairs. The local government, many of the laboratories and offices of the general government are in Dairen, so that both places are visited in the work.

H. G. MacMillan.

copy

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
FISCAL YEAR 193

ANALYSIS OF TRAVEL EXPENSES

Name H. G. MacMillan Title Prin.Agr.Explorer L. A. No. 909-P

Office Plant Exploration & Introduction Headquarters Shanghai, China

Project No. 3801 Period of travel from June 1 to June 30, 1934

Subsistence	$ 162.00	Analysis of subsistence:	
Transportation—		Days in travel status, No. 27	
Common carrier			
Sleeping car		Average daily expense—	
Mileage in personal automobile at ____ cents per mile		(1) Continuous travel	$ 4.00
Other transportation	74.76	(2) At one point (Over 30 consecutive days)	
Wages paid to assistants			
Miscellaneous items		Number of days	
TOTAL	$ 236.76	(See instructions below)	

Itinerary: Yokohama, Japan, to Tokyo, to Dairen, China

Remarks:

INSTRUCTIONS

Subsistence:

Include items listed under Chapters V, VI, and VII, Travel Regulations.

In analyzing subsistence expenses, all travel will be considered continuous unless stop-over of more than 30 days is made at one point, and the average daily expense should be reported under (1). Periods of over 30 days at one place should be reported under (2) and the balance under (1). Fractional parts of days will be included in subsistence periods, each six hours, beginning at midnight, constituting one-fourth of a day. Proportionate deductions will be made from subsistence periods for time spent on leave.

Common carrier:

Include railroad, parlor car, boat, and long-distance stage or bus line fares, both where cash is paid or transportation requests are used, also purchase of scrip books. (Show sleeping car charges separately.)

Other transportation:

Include automobile hire, livery, street car, bus, and taxi fares, transfer of baggage, excess baggage, tips to Pullman, hotel, station, and dock porters, and to cabin and deck stewards on boats, checking baggage, and storage of personal automobile.

Wages:

Include cash payments to assistants paid on a time basis.

Miscellaneous items:

Include supplies, job services, telegrams, telephone calls, etc.

Itinerary:

Show points of starting and ending travel, and the States or sections visited.

Remarks:

Explain unusual items of expense. The amount shown as "Total" should be the amount claimed by the traveler, plus the amount of transportation requests used as shown on back of voucher.

U. S. GOVERNMENT PRINTING OFFICE: 1930 8—7368

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. MacMillan (Name) — Plant Exploration (Office)

From June 1 to June 2, 1934

1934 Date June	Places where work was performed or expense incurred Japan	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday 1	Yokohama Tokyo	En route. Arrival. Pass customs, reach Tokyo. Visited American Consulate	Landed from ship in Yokohama 7.00 am Left Yokohama 10.00 am Arrive Tokyo 11.00 am.
Saturday 2	Tokyo	Visited American Consulate	Tokyo

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. MacMillan (Name) — Plant Exploration (Office)

From June 3 to June 9, 1934

1934 Date June	Places where work was performed or expense incurred Japan	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 3	Tokyo	Official correspondence	
Monday 4	"	Arranged official visits	
Tuesday 5	"	Desk work. State Holiday in Japan on account of Togo funeral	
Wednesday 6	Tokyo Yokohama	Went to Yokohama to make arrangements about equipment baggage. Call at American Consulate	Left Tokyo 8.00 am Arrive Yokoma 9.10 am Left Yokohama 12.15 pm Arrive Tokyo 1.10
Thursday 7	Tokyo	Visited government offices	
Friday 8	"	ditto	
Saturday 9	ditto	Business at American Consulate	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. MacMillan (Name) — Plant Exploration (Office)

From June 10, to June 16, 1934, 19

1934 Date June	Places where work was performed or expense incurred Japan	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 10	Tokyo		
Monday 11	Tokyo	Visited government offices	
Tuesday 12	Tokyo en route Kobe	en route	Left Tokyo 9.00 am Arrive Kobe 9.00 pm
Wednesday 13	Kobe en route	en route	Left Kobe 12.00 noon by ship for Dairen
Thursday 14	en route	en route	
Friday 15	en route	en route	
Saturday 16	en route Dairen, Manchuria	arrival	Arrived Dairen 8.00 am

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. MacMillan (Name) — Plant Exploration (Office)

From June 17 to June 23, 1934, 19

1934 June Date	Japan Places where work was performed or expense incurred Manchuria	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 17	Dairen		
Monday 18	Dairen	Passport visa Call on government officials	
Tuesday 19	Dairen	Meeting with government officials	
Wednesday 20	Dairen	Meeting with government officials	
Thursday 21	Dairen	ditto	
Friday 22	Dairen	Notes, correspondence, etc.	
Saturday 23	Dairen Port Arthur	Meeting with government officials in Port Arthur seat of Kwantung government	Trip by automobile from Dairen to Port Arthur

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. MacMillan (Name) — Plant Exploration (Office)

From June 24 to June 30, 19 34

1934 Date June	Japan Places where work was performed or expense incurred Manchuria	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 24	Dairen		
Monday 25	"	Work on official correspondence	
Tuesday 26	"	Meeting with government officials	
Wednesday 27	"	Preparation of official communications for the American Consulate, Tokyo	
Thursday 28	"	Preparation of report on Mongolian flora	
Friday 29	"	Business at several government offices, and at American Consulate	
Saturday 30	"	Business at government offices and American Consulate.	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

_____ (Name) _____ (Office)

From _____ to _____, 19

Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

Standard Form No. 1012a
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem

Voucher No. 26
No.

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the sum of $
J. R. McCARL,
Comptroller General of the United States.
By

U. S. DEPARTMENT OF AGRICULTURE, FOREST SERVICE
(Department, Bureau, or Establishment)
Appropriation:

THE UNITED STATES, Dr.,
To H. G. Mac Millan
(Payee)
Div. of Plant Exploration & Introduction
(Address)
Official Headquarters ~~Shanghai, China~~ Los Angeles, Calif. Domicile Residence
(For use of the Postal Service only)

PAID BY
(For use of Paying Office)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty from July 1, 19 34, to July 31, 19 34, as per itemized statement within, under authority No. 8, dated July 1, 1934, $

AMOUNT Dollars	AMOUNT Cents	NOTATIONS (Payee must not use this column)
464	33	
466	33	

(Additional statements by Department, Bureau, or Establishment, if deemed necessary)

(ACCOUNTING CLASSIFICATION)
3801
0615 - $280.33
0616 - 186.00

(Payee will NOT use this space)
Differences
Account verified; correct for $
(Signature or initials)

MEMORANDUM

Principal Agr.Explorer
Harbin, Manchuria
August 34

Paid by { Check No. , dated , 19 , for $ } on Treasurer of the United States in favor of payee named above
Cash, $, on , 19

MEMORANDUM—DO NOT SIGN

8—6319a

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:
   * Arrived at Dairen, Manchuria on June 16, 19 34
   for temporary duty for approximate period _____
   Approximate date of return to official headquarters unknown, 19____
2. State authorized allowance for per diem in lieu of subsistence: $ 6.00 † travel in foreign country.
3. State authorized allowance for actual subsistence expenses: Not to exceed $_____ † per day.

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

DATE 19.34	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
July	L/A No 8						
1	Dairen, Manchuria						
2	Taxicab, local use				2	00	
3	Postage, official business					63	
5	Taxicab, local use				1	00	
	Postage, official business				2	27	
	Taxicab, local use				2	00	
	Telegram	1			2	64	
6	Postage, official business				1	42	
	Taxicab, local use				1	50	
7	Postage, official business					64	
	Taxicab, local use				1	50	
9	Automobile hire, trip to Port Arthur and return	2			18	00	
10	Postage, official business					53	
11	Taxicab, local use				1	50	
	Notary fee, document for police				1	00	
	Telephone call to Port Arthur from Dairen					50	
12	Automobile hire, trip to Port Arthur and return	3			18	00	
	Taxicab, used locally				1	50	
14	Taxicab, local use, for half day	4			12	00	
	Storage of equipment baggage	5			4	50	
	Postage, official business				2	10	
15	Transfer Baggage hotel to depot				3	00	
	Taxicab hotel to depot				2	00	
	Left Dairen 9.00 a.m						
	Railroad fare Dairen to Harbin, with stop-over at Hsinking				52	51	28
	Arrived Hsinking 8.00 p.m.						
	Taxicab to hotel				1	00	
16	Baggage transferred to hotel				1	50	
	Telegram, Tokyo to Dairen	6			7	51	
	Money order to remit cost of telegram to Tokyo	7				07	
	Telegram	8			1	97	
	Taxicab, local use				3	00	
17	Telegram from Rosrich; transmitted from Dairen	9			2	36	
	Telegram	10			1	60	
	Telegram	11			1	28	
	Automobile hire	12			14	00	
18	Baggage transferred to depot				1	50	
	Taxicab hotel to depot				1	00	
	Checking of trunks, 2, Hsinking to Harbin				3	35	
	First class seat, Hsinking to Harbin				8	46	
	Left Hsinking 8.30 a.m.						
	Total in Japanese currency				181	34	
	On the last previous account there remains from the exchange receipt submitted 83.85 Yen. To that add the following:						
6/11	$100. sold for 331.25 Yen Japanese	13					
6/22	$50 sold for 164.28 Yen Japanese	14					
7/14	$50 sold for 164.60 Yen Japanese	15					
7/16	$100 sold for 330.57 Yen Japanese	16					
	TOTALS (to be carried forward to Continuation Sheet, if necessary)						
	TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)						

10—165a

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS

(To be used at discretion of Department, Bureau, or Establishment)

DATE OF TRAVEL	No. OF TRANSPORTATION REQUEST	FROM—	TO—	VIA R. R.	AMOUNT		NOTATIONS (Payee must not use this column)

GOVERNMENT PRINTING OFFICE 10—1664a

Standard Form No. 1039
Form approved by Comptroller General U. S.
October 19, 1926

STATEMENT TO ACCOMPANY ACCOUNTS RENDERED UNDER AN ADVANCE OF FUNDS

August 1, 1934.
(Date)

Account of H. G. Mac Millan under an advance of funds made under travel authority No. 8, dated July 1, 1934., and under bond dated April 10, 1934.

Amount of advance $ 2500.00

Expended and not previously reimbursed:

Date Submitted 1934	Period Covered 1934	Amount	
May 1	April	$ 2.43	
June 1	May	45.73	
July 1	June	236.76	
~~July 1~~	~~May-June (Supp)~~	~~36.25~~	
August 1	July	466.33	TOTAL, $ 787.50

Balance due United States kept in cash, $ 1722.50

I CERTIFY that the foregoing is a correct statement of my account, that I will -- continue in a travel status until indefinitely and that I will -- have further need for this advance.

Signature (s) H. G. Mac Millan

Principal Agricultural Explorer
(Official title)

GOVERNMENT PRINTING OFFICE 10—1780

PLEASE CREDIT TO ADVANCE OF FUNDS!

28

GENERAL ACCOUNTING OFFICE

WASHINGTON

PREAUDIT DIFFERENCE STATEMENT

September 29, 1934.

Bureau of Plant Industry,
Department of Agriculture
Schedule No. 1197

MacMillan, H. G., Plant Exploration

5023
(Bureau voucherNo.)

Amount claimed	$466.33
Amount certified	464.33
	$ 2.00

July 31, 1934.
Error in computation of Per diem claimed.

31 days @$6.00	$188.00
Correct amount 31 days @$6.00	- 186.00
	2.00

FOR THE COMPTROLLER GENERAL OF THE U.S.

L/A 8-P

29

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
FISCAL YEAR 193

ANALYSIS OF TRAVEL EXPENSES

Name H. G. MacMillan Title Prin.Agr.Explorer L. A. No. 8-P

Office Plant Exploration & Introduction Headquarters Shanghai, China.

Project No. 3801 Period of travel from July 1 to July 31, 1934.

Subsistence	$ 186.00	Analysis of subsistence:	
Transportation—		Days in travel status, No. 31	
Common carrier			
Sleeping car		Average daily expense—	
Mileage in personal automobile at ____ cents per mile		(1) Continuous travel	$ 6.00
Other transportation	280.33	(2) At one point (Over 30 consecutive days)	
Wages paid to assistants			
Miscellaneous items		Number of days	
TOTAL	$ 466.33	(See instructions below)	

Itinerary: Dairen, China to Hsinking to Harbin.

Remarks:

INSTRUCTIONS

Subsistence:

Include items listed under Chapters V, VI, and VII, Travel Regulations.

In analyzing subsistence expenses, all travel will be considered continuous unless stop-over of more than 30 days is made at one point, and the average daily expense should be reported under (1). Periods of over 30 days at one place should be reported under (2) and the balance under (1). Fractional parts of days will be included in subsistence periods, each six hours, beginning at midnight, constituting one-fourth of a day. Proportionate deductions will be made from subsistence periods for time spent on leave.

Common carrier:

Include railroad, parlor car, boat, and long-distance stage or bus line fares, both where cash is paid or transportation requests are used, also purchase of scrip books. (Show sleeping car charges separately.)

Other transportation:

Include automobile hire, livery, street car, bus, and taxi fares, transfer of baggage, excess baggage, tips to Pullman, hotel, station, and dock porters, and to cabin and deck stewards on boats, checking baggage, and storage of personal automobile.

Wages:

Include cash payments to assistants paid on a time basis.

Miscellaneous items:

Include supplies, job services, telegrams, telephone calls, etc.

Itinerary:

Show points of starting and ending travel, and the States or sections visited.

Remarks:

Explain unusual items of expense. The amount shown as "Total" should be the amount claimed by the traveler, plus the amount of transportation requests used as shown on back of voucher.

U. S. GOVERNMENT PRINTING OFFICE: 1930 8—7368

EXPLANATIONS.

1. Dairen, Taxicabs. These were used frequently on official business, as the different government and other offices are widely scattered, and other means of transportation either does not function, or no means is available. As a rule some interpreter was taken, and usually some third or fourth person, so that the use was justified.

2. Telegram, July 5. In using the telegraph use was made of the Consular Service Code, the messages were sent usually by the local Consul, and answers received by him, but the message was for me, and the expense was mine.

3. Automobile, July 9 and 12. Trips were made to Port Arthur, the seat of the Kwantung Government. It was necessary to use automobile to meet appointments, and to reach the Government Building. The charge is a nominal one, usually charged for the trip and time consumed.

4. Notary fee, July 11. It was necessary to make an affidavit before a notary in connection with the possession of firearms.

5. Telephone call, July 11. Conversation with Mr. Takata of the Kwantung Government.

6. Taxicab for half day. There were several officials to be seen in several parts of the city. In addition there was a heavy and continuous downpour of rain. Three people were carried, and the car was in continuous use throughout the time.

7. Storage charges. The equipment baggage consisting of twelve pieces was stored with the Kokusai Unyi, Express Company, for a period of about one month, for which the stated charges were paid. Being stored there was equivalent to having it in bond.

8. Telegram and Money Order fee. A telegram was sent to me by the American Consul General, Tokyo, which was my expense. It was sent paid, and the money returned by the American Consul Dairen to Tokyo, by money order, which was also my expense, and is shown by the included receipt.

9. Taxicab, Hsinking. It was necessary to visit several officials of the Manchoukuo Government, Hsinking is being built as a capitol, and the buildings completed are practically out in the country, to which no other means of transportation is available. On July 17 there was long and heavy rain, and taxicabs were difficult to get, and as several visits had to be made, the car was hired by the hour.

10. Telegram, July 17. A telegram was received which had been sent to me at Dairen, and was retransmitted by the American Consul there, for which there were the charges claimed in the account.

11. Checking of trunks. The railroad from Hsinking to Harbin is operated by Russians, being an old Russian railroad. The trunks were not permitted to be shipped free on the ticket, by additional charges as shown for two trunks were charged.

Explanations, No. 2.

12. Seat to Harbin. A through ticket was purchased in Dairen from the South Manchurian Railroad. The fare paid was from Dairen to Harbin, which included first class accommodations on the SMR road. Continuing from Hsinking, travel was over the Chinese Eastern Railroad, and first class accommodations had to be purchased from Hsinking to Harbin, as shown in the account. It was not possible to purchase through first class accommodations from Dairen to Harbin.

13. Yen. Dollars were sold at slightly different rates on different dates for Japanese Yen. All the receipts have been submitted, and an average rate taken for them all, in basing the claim for expenditures in dollars. As the Yen will figure in successive expense accounts, the rate used, and the receipts submitted will be claimed as valid for additional expenses.

NOTE: The Japanese Yen is the currency used in the Kwantung Leased Territory, in which Diren and Port Arthur are situated. On leaving Dairen one soon enters Manchoukuo, but at Hsinking, the Capitol, Manchoukuo money is not commonly used, and the Japanese Yen continues in common use for all payments. The expenses submitted up to and including departure from Hsinking are in Yen. On leaving Hsinking, and thereafter going north the Manchoukuo Yuan, or dollar as it is commonly called, is the currency in use. All charges after arrival in Harbin are in Yuan.

NOTE: A deposit of Yen was made with the American Consul at Dairen to cover expenses for my account on items which pass through his hands on which charges must be paid. Most of it will be in the nature of postage, but there may be telegrams and other items. For instance, it is impossible to send mail from Manchoukuo into China, and mail destined for China is sent to Dairen and remailed at additional expense. Some seeds are being mailed via Dairen, being sent from Manchoukuo, for which I must pay the postage. These charges will be paid in Japanese Yen, and the Consul will charge my deposit for the amount, sending me a statement, and the charges will be taken up in future accounts as the Consul informs me of them. I will then charge them in my account, on the date charged.

14. Harbin. Taxicabs. Necessary for official business, as the city consists of several parts which it is necessary to visit for different purposes. Taxicabs not used in connection with meals.

15. Fee to police. Local passports were issued by the police on application to them through the American Consul, and a fee is charged for the papers.

16. Saddles, etc. Saddles were not new, but can be used for the purposes of the expedition, and were sold at a low rate.

17. Messenger. It was necessary to deliver a message for which no other means were available.

18. Express. The equipment baggage was sent from Dairen by express, as it could not be carried on the railroad tickets except at a greater rate. There were several parts of the receipt, due to the handling over two railroads, and other handling, all of which was in Japanese or Chinese. The American Consulate handled the payment, and secured the receipt submitted.

Explanations, No. 3.

19. Takata. Mr. Takata is the second officer in the Division of Foreign Affairs, Information Bureau, of the Kwantung Government. At my solicitation he came to Harbin, and further to assist in making contacts and arrangements with the numerous Japanese officials from whom permission must be secured. His services have been most valuable in this connection, and have carried us through several difficult situations. Please note that no compensation is being paid Mr. Takata, as his salary continues with the Kwantung Government. The railroad fares paid were actual cash outlay on his part, for which I have reimbursed him. Note also, that the per diem is less than he would normally receive, as the Kwantung Government allows him 20 Yen per day while outside of the Kwantung Leased Territory, and 15 Yen per day or part thereof while on official business within the Leased Territory. Mr. Takata's position in his Bureau would be the equivalent of the Senior Grade in the U. S. Bureau of Plant Industry.

20. Satow. The same facts apply to Mr. Satow as far as money expended, allowances made by the Kwantung Government, and work on his own salary are concerned. Mr. Satow is the best Japanese Botanist in Manchuria, and his assistance in locating and naming plants, and help with the botanical work has justified his employment under the conditions explained.

21. Takata and Satow paid fares in Japanese Yen, and usually receives per diem in Japanese Yen, so I have reimbursed them in the same currency.

(s) H. G. Mac Millan

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Div. PlantExploration & Introduction (Office)

From July 1 to July 7, 19 34.

1934 Date July	Places where work was performed or expense incurred Manchuria	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 1	Dairen	Continued in Dairen from previous fiscal year.	Arrived in Dairen June 16, 1934.
Monday 2	Dairen	Work on office matters. Contact with Japanese officials.	
Tuesday 3	Dairen	Work on office matters Continued attempts with Japanese officials.	
Wednesday 4	Dairen	Study of grasses locally.	
Thursday 5	Dairen	Business at American Consulate. Visits to officials about Dairen.	
Friday 6	Dairen	Correspondence. Call at police headquarters.	
Saturday 7	Dairen	Conference with officials of Kwantung Government.	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration & Introduction (Office)

From July 8 to July 14, 1934

1934 Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
July	Manchuria.		
Sunday 8	Dairen	Working of notes and correspondence; papers for Japanese officials.	
Monday 9	Dairen	Visit with Japanese officials at Port Arthur - Trip by automobile	Left Dairen 8.00 a.m. Arrived Port Arthur 9.00 a.m Left Port Arthur 12.15 p.m. Arr. Dairen 1.30 p.m.
Tuesday 10	Dairen	Correspondence. Visit to officials Dairen.	
Wednesday 11	Dairen	Visit Japanese officials and conference with police.	
Thursday 12	Dairen	Visit with Japanese officials, Kwantung Government, Port Arthur. Trip by automobile.	Left Dairen 8. 30 a.m. Arr. Pt. Arthur 9.30 a.m. Left Pt. Arthur 12.00 noon Arr. Dairen 1.10 p.m.
Friday 13	Dairen	Further consultations with police. Preparations for leaving.	
Saturday 14	Dairen	Visit with Japanese officials in Dairen; preparations forleaving. Correspondence.	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Explora tion & Introduction (Office)

From July 15 to July 21, 1934

1934 Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
July	Manchuria		
Sunday 15	Dairen enroute Hainking	En route on train all day.	Left Dairen 9.00 a.m. Arrived Hsinking 8.00 p.m.
Monday 16	Hsinking	Conferences with Japanese Embassy. Manchoukuo Government officials.	
Tuesday 17	Hsinking	Continued conferences with Manchoukuo Government officials.	
Wednesday 18	Hsinking en route Harbin	En route by train all day	Left Hsinking 8.30 a.m. Arrived Harbin 11.30 p.m.
Thursday 19	Harbin	Conferences at American Consulate.	
Friday 20	Harbin	Correspondence. Visit with local officials.	
Saturday 21	Harbin	Preparation papers for continuing trip. Visit to American Consulate.	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1929 S—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration & Introduction (Office)

From July 22 to July 28, 19 34

1934 Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
July	Manchuria		
Sunday 22	Harbin	Work with notes and correspondence.	
Monday 23	Harbin	Visits to local officials, and American Consulate.	
Tuesday 24	Harbin	Call on General Japanese Army. other officials.	
Wednesday 25	Harbin	Conference with Russian botanist, and arrangements to collect seeds.	
Thursday 26	Harbin	Visits to officials about lost baggage, correspondence.	
Friday 27	Harbin	Further visits with local officials. Preparations for leaving.	
Saturday 28	Harbin	Visits with officials. More attempts to locate missing baggage.	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration & Introduction (Office)

From July 29 to July 31, 19 34

1934 Date July	Places where work was performed or expense incurred Manchuria	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 29	Harbin	Conference with Kwantung Government officials, Sato Botanist, and Takata, intrepreter. Correspondence.	
Monday 30	Harbin	Preparations for leaving. Conference with Russian Consul; and others.	
Tuesday 31	Harbin	Final preparations for leaving. Several visits with officials.	
Wednesday			
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

_____ _____

(Name) (Office)

From _____ to _____, 19

Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

Standard Form No. 1012c
Form approved by
Comptroller General U. S.
May 3, 1929

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Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem—Continuation Sheet

MEMORANDUM

Payee H. G. Mac Millan

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

DATE 19 34	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB. VOU-NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
July							
18	For the $400 U. S. sold for Japanese Yen, the amount						
	received was 1321.25 Yen, as shown by all exchange						
	receipts submitted. The average is $1.00 U. S. equals						
	3.33 Yen. (See Noteattached)						
	Value of above in U. S. Currency				54	46	
	After leaving Hsinking, the Manchoukuo Yuan or "Kuopi" as it						
	is commonly called, is the currency used.						
	Arrived Harbin 11.30 p.m.						
	Taxicab depot to hotel				1	50	
19	Taxicab, local use				1	50	
20	Postage, official business					38	
	Taxicab, local use				1	00	
23	Postage, official business					31	
	Taxicab, local use				1	50	
	Telegram	17			1	17	
	Fee to police for arms permit, Kirin Bureau					40	
	Films developed, 6 at .40				2	40	
24	Telegram	18			3	09	
	Taxicab, local use				1	00	
	Rubber stamp, official business	19			2	80	
	Taxicab, local use				1	50	
25	Taxicab, local use				3	00	

10—1664c

DATE 19 July 34	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE	AMOUNT OTHER	NOTATIONS (Payee must not use this column)
25	Saddles, 2, used, eacg at $35.	20		70 00	
	Bridles, 2, each at $8.00	20		16 00	
	Pads, felt, each at $3.00 (Above given as total of $92.)	20		6 00	
	Telegram	21		4 85	
	Postage, official business			61	
26	Messenger, to deliver letters			2 00	
	Taxicab, local use			2 00	
27	Taxicab, local use			1 00	
	Photographic prints	22		6 30	
	Hypo, 10 lbs.	22		1 80	
	Prepared photographic developer	22		14 40	
	Graduated measuring cup, photographic	22		5 50	
	Telegram	23		1 81	
	Postage, official business	23		21	
	Taxicab, used locally	24		8 00	
28	Taxicab, used locally			2 50	
	O. Orloff, services as guide and interpreter	25		96 00	
30	Flit, liquid spray, 2 quarts at $3.80	26		7 60	
	Spray pump	26		1 85	
	Naphthaline, 1/2 lb.	26		14	
	Taxicab, local use			3 00	
	Postage, official business			40	
	Adhesive tape, roll 1 yd x 7"			2 50	
31	Express, all charges, transportation equipment				
	Baggage Dairen to Harbin, and delivery to				
	American Consulate, July 29; 12 pieces	27		80 82	
	TOTALS (to be carried forward to Continuation Sheet, if necessary)			356 84	
	TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)				

U. S. GOVERNMENT PRINTING OFFICE: 1929

Standard Form No. 1012c
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem—Continuation Sheet

MEMORANDUM

Payee H. G. Mac Millan

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

DATE 19 July 34	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB. VOU-NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
31	Total brought forward				356	84	
	Taxicab, local use	28			8	00	
	Hauling of baggage, equipment	29			10	00	
	Ma Ko Tsu, services	30			12	00	
	Total in Manchoukuo currency				386	84	
24	Exchange receipt $100. U. S. sold for M¥301.83	31					
25	Exchange receipt $500 U.S. sold for M¥1514.18	32					
	For the $600 U. S. sold for Manchoukuo Yuan						
	(called "Kuopi", "Gobi", "Dollars") the average is						
	$1.00 U. S. equals M¥3.027						
	Value of above is U. S. Currency				127	79	
31	Ryuichi Takata, Railroad fares paid	33			60	97	
	Ryuichi Takata, 5-1/2 days per diem	34			99	00	
	Junpei Satow, Railroad fares paid	35			60	97	
	Junpei Satow, 5-1/2 days per diem	36			99	00	
	Total of above in Japanese Yen				319	94	
	Value of above in U. S. Currency				96	08	
31	Per diem allowance, 31 days at $6.00				188	00	
31	Sub totals above are (1)				54	46	
	(2)				127	79	
	(3)				96	08	

10—1664c

DATE 19	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE	AMOUNT OTHER	NOTATIONS (Payee must not use this column)
	(4)			188 00	
	Grand Total			466 33	
	TOTAL AMOUNT OF VOUCHER			466 33	

TOTALS (to be carried forward to Continuation Sheet, if necessary)

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)

U. S. GOVERNMENT PRINTING OFFICE: 1929

10—1664 c

Standard Form No. 1012a
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem

Voucher No. 39
No.

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the sum of $
J. R. McCARL,
Comptroller General of the United States.
By

U. S. DEPARTMENT OF AGRICULTURE, FOREST SERVICE
(Department, Bureau, or Establishment)
Appropriation:

PAID BY
(For use of Paying Office)

THE UNITED STATES, Dr.,
To H. G. Mac Millan
(Payee)
Div. Plant Exploration & Introduction
(Address)
Official Headquarters San Fran., Calif. Domicile Residence
(For use of the Postal Service only)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty from August 1, 19 34, to August 31, 19 34, as per itemized statement within, under authority No. 8, dated July 1,1934, $ 792 17

AMOUNT Dollars	AMOUNT Cents	NOTATIONS (Payee must not use this column)
792	17	

(Additional statements by Department, Bureau, or Establishment, if deemed necessary)

(ACCOUNTING CLASSIFICATION)
3801
0615 - $257.07
0616 - 186.00
01 - 339.10

(Payee will NOT use this space)
Differences
Account verified; correct for $
(Signature or initials)

MEMORANDUM

Prin. Agricultural Explorer
Harbin, Man.
September 34

Paid by { Check No. , dated , 19, for $ } on Treasurer of the United States in favor of payee named above
Cash, $, on , 19

MEMORANDUM—DO NOT SIGN

8—6319a

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:
   * Arrived at Harbin, Manchuria on July 18, 1934, 19____
   for temporary duty for approximate period _____
   Approximate date of return to official headquarters _____, 19____
2. State authorized allowance for per diem in lieu of subsistence: $ 6.00 †
3. State authorized allowance for actual subsistence expenses: Not to exceed $_____ † per day.

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

DATE 1934	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE	AMOUNT OTHER		NOTATIONS (Payee must not use this column)
August						
1	Harbin, Manchuria					
	Taxicab, hotel to depot			1	00	
	Left Harbin 8:30 a.m.					
	Baggage transportation, Harbin to Hailar, Man.					
	395 kilograms	1		67	70	
	Railroad fare, Harbin to Hailar, first class, self			47	30	
	Berth, first class fare accommodation, Harbin to Hailar self			6	95	
	Railroad fare, Harbin to Hailar, ~~first class R.Takata~~	2		47	30	
	Berth, first class fare accommodation, Harbin to Hailar, R. Takata	2		6	95	
	Railroad fare, Harbin to Hailar, first class, J. Satow	3		47	30	
	Berth, first class fare accommodation, Harbin to Hailar, J. Satow	3		6	95	
	Railroad fare, Harbin to Hailar, third class Ma Ko Tsu	4		15	76	
	Berth, third class fare accommodation, Harbin to Hailar, Ma Ko Tsu	4		2	50	
2	Arrived Hailar, Manchuria, 3:15 a.m.					
	Carriage, transportation depot to hotel, five persons			2	00	
	Baggage, drayage depot to store room			3	00	
3	Drosky, local transporta tion				20	
4	Automobile, as taxicab, August 2, 3, 4	5		35	00	
	Baggage, drayage, store room to laboratory room			1	50	
6	Mosquite netting, 5 meters			2	10	
	Cloth tape, 3 meters				60	
	Postage Official mail				40	
7	Postage, registered mail, official	6			88	
8	Automobile, trip into desert, 6 hours	7		18	00	
9	R. Takata, railroad fare, Hailar to Port Arthur, Manchuria	8		109	67	
	Postage, official mail				36	
	Drosky, local transportation				20	
11	Postage, official mail				41	
	Newspapers, as paper			1	60	
	Drosky, local transportation				20	
14	Wrapping paper			1	20	
	Drosky, local transportation				20	
16	Postage, official business			1	20	
	Acetic acid, 1/2 liter, photographic			2	00	
17	Postage, official business				39	
	Drosky, local transportation				20	
18	Postage, official business				43	
	Drosky, local transportation				20	
	Clothes pins, photographic use				30	
	Soap, laboratory use				50	
20	Postage, official mail				03	
				431	98	

TOTALS (to be carried forward to Continuation Sheet, if necessary) 431 98

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet) _____

10—166aa

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS

(To be used at discretion of Department, Bureau, or Establishment)

DATE OF TRAVEL	NO. OF TRANSPORTATION REQUEST	FROM—	TO—	VIA R. R.	AMOUNT	NOTATIONS (Payee must not use this column)

GOVERNMENT PRINTING OFFICE 10—1664a

Standard Form No. 1039
Form approved by Comptroller General U. S.
October 19, 1926

STATEMENT TO ACCOMPANY ACCOUNTS RENDERED UNDER AN ADVANCE OF FUNDS

September 1, 1934.
(Date)

Account of H. G. Mac Millan under an advance of funds made under travel authority No. 8, dated July 1, 1934, and under bond dated April 10, 1934

Amount of advance $ 2454.27

Expended and not previously reimbursed:

Date Submitted 1934	Period Covered 1934	Amount
May 1	April	2.43
~~June 1~~	~~May~~	~~$ 45.73~~
July 1	June	236.76
July 1	May-June (Supp)	36.25
~~August 1~~	~~July~~	~~464.33~~
September 1	August	782.17

TOTAL, $ 1,367.67

Balance due United States kept in cash, $ 1,086.60

I CERTIFY that the foregoing is a correct statement of my account, that I will -- continue in a travel status until indefinitely and that I will -- have further need for this advance.

PLEASE CREDIT TO ADVANCE OF FUNDS!.

Signature (S) H.G. Mac Millan

Principal Agricultural Explorer
(Official title)

GOVERNMENT PRINTING OFFICE 10—1780

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
FISCAL YEAR 193

ANALYSIS OF TRAVEL EXPENSES

Name H. G. MacMillan Title Agric. Explorer L. A. No. 8-P

Office Plant Expl. & Introduction Headquarters San Francisco, Calif.

Project No. 3801 Period of travel from August 1 to August 31, 193 4

Subsistence	$ 186 00
Transportation—	
Common carrier	
Sleeping car	
Mileage in personal automobile at ____ cents per mile	
Other transportation	257.07
Wages paid to assistants	339.10
Miscellaneous items	
TOTAL	$ 782.17

Analysis of subsistence:

Days in travel status, No. 31

Average daily expense—

(1) Continuous travel $ 6 00

(2) At one point
(Over 30 consecutive days)

Number of days
(See instructions below)

Itinerary: Harbin, Manchuria to Hailar.

Remarks:

INSTRUCTIONS

Subsistence:

Include items listed under Chapters V, VI, and VII, Travel Regulations.

In analyzing subsistence expenses, all travel will be considered continuous unless stop-over of more than 30 days is made at one point, and the average daily expense should be reported under (1). Periods of over 30 days at one place should be reported under (2) and the balance under (1). Fractional parts of days will be included in subsistence periods, each six hours, beginning at midnight, constituting one-fourth of a day. Proportionate deductions will be made from subsistence periods for time spent on leave.

Common carrier:

Include railroad, parlor car, boat, and long-distance stage or bus line fares, both where cash is paid or transportation requests are used, also purchase of scrip books. (Show sleeping car charges separately.)

Other transportation:

Include automobile hire, livery, street car, bus, and taxi fares, transfer of baggage, excess baggage, tips to Pullman, hotel, station, and dock porters, and to cabin and deck stewards on boats, checking baggage, and storage of personal automobile.

Wages:

Include cash payments to assistants paid on a time basis.

Miscellaneous items:

Include supplies, job services, telegrams, telephone calls, etc.

Itinerary:

Show points of starting and ending travel, and the States or sections visited.

Remarks:

Explain unusual items of expense. The amount shown as "Total" should be the amount claimed by the traveler, plus the amount of transportation requests used as shown on back of voucher.

U. S. GOVERNMENT PRINTING OFFICE: 1930 8—7368

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. MacMillan (Name) — Div. Plant Exploration (Office)

From August 1 to Aug. 4, 19 34.

1934 Date August	Manchuria Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday 1	Harbin en route	Departure from Harbin en route to Hailar	Left Harbin 8.30 a.m.
Thursday 2	Hailar	Arrival in Hailar. Calls of government officials	Arrived Hailar 3.20 a.m.
Friday 3	Hailar	Calls of government officials.	
Saturday 4	Hailar	Calls on government officials.	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Div. Plant Exploration (Office)

From August 5 to August 11, 19 34.

1934 Date August	Manchuria Places where work was performed or expense incurred Hailar.	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 5	"	Organizing field work. Arranging field laboratory.	
Monday 6	"	Plant study and seed collection.	
Tuesday 7	"	Plant study and seed collection	
Wednesday 8	"	Plant study and field work. Trip into local desert by automobile	
Thursday 9	"	Plant study and seed collection	
Friday 10	"	Plant study and seed collection	
Saturday 11	"	Plant study and seed collection	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Div. Plant Exploration (Office)

From August 12 to August 18, 19 34

1934 Date August	Manchuria Places where work was performed or expense incurred Hailar.	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 12	"	Plant study and seed collection	
Monday 13	"	Plant study and seed collection	
Tuesday 14	"	Plant study and seed collection	
Wednesday 15	"	Plant study and seed collection	
Thursday 16	"	Plant study and seed collection	
Friday 17	"	Plant study and seed collection	
Saturday 18	"	Plant study and seed collection	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Div. Plant Exploration (Office)

From August 19 to August 25, 19 34

1934 Date August	Manchuria Places where work was performed or expense incurred Hailar	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 19	"	Plant study and seed collection.	
Monday 20	"	Plant study and seed collection.	
Tuesday 21	"	Plant study and seed collection.	
Wednesday 22	"	Plant study and seed collection	
Thursday 23	"	Plant study and seed collection	
Friday 24	"	Plant study and seed collection	
Saturday 25	"	Plant study and seed collection	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Div. Plant Exploration (Office)

From August 26 to Aug. 31, 1934

1934 Date August	Manchuria Places where work was performed or expense incurred Hailar	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 26	"	Plant study and seed collection.	
Monday 27	"	Plant study and seed collection.	
Tuesday 28	"	Plant study and seed collection.	
Wednesday 29	"	Plant study and seed collection.	
Thursday 30	"	Plant study and seed collection.	
Friday 31	"	Plant study and seed collection.	
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

_____ (Name) _____ (Office)

From _____ to _____, 19

Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

Standard Form No. 1012c
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem—Continuation Sheet

MEMORANDUM

Payee H. G. Mac Millan

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

DATE 19 34	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB. VOU-NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
August 20	Brought forward				431	98	
22	Postage, official mail				1	55	
26	J. Satow, railroad fare, Hailar to Port Arthur Manchuria	9			109	67	
27	Drosky, local transportation					20	
28	Postage, official mail					76	
29	J. Satow, per diem	10			139	06	
31	Ma Ko Tsu, services	11			186	00	
	Ma Ko Tsu, per diem	12			186	00	
	Laboratory rooms, rent	13			114	00	
	Horse hire, month	14			120	00	
	Total amount in Manchoukuo currency				1289	22	
	According to exchange receipts shown in previous account, $1.00 U.S. equals Gobi $3.027 Value of above in U. S. Currency				425	90	
12	R. Takata, per diem	15			207	00	
29	J. Satow, per diem	16			360	00	
	Total amount in Japanese currency				567	00	
	According to exchange receipts shown in previous account, $1.00 U.S. equals Yen 3.33 Value of above in U. S. Currency				170	27	

DATE 19 34 August	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
31	Per diem allowance, H.G. Mac Millan. August 1						
	to August 31 inclusive, 31 days at $6.00		186	00			
	Totals brought together:						
	Manchoukuo currency expenditures, In U. S. $				425	90	
	Japanese currency expenditures, in U. S. $				170	27	
	H. G. Mac Millan, per diem				186	00	
	TOTAL AMOUNT OF VOUCHER				782	17	

TOTALS (to be carried forward to Continuation Sheet, if necessary)

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)

U. S. GOVERNMENT PRINTING OFFICE: 1929 10—16604c

EXPLANATIONS FOR THE AUGUST ACCOUNT.

1. Baggage transportation. The equipment baggage consisting of 13 pieces was carried on the same train as used in travelling, to insure no further loss of baggage or time. On the three first class tickets purchased a total of 45 kilograms could be carried free, leaving the balance to be paid for as excess. The receipt given for paying had to be surrendered to claim the baggage, but the duplicate receipt was secured to show the amount paid and the other circumstances, weight, etc.

2. As explained in the July account, Mr. R. Takata and Mr. J.Satow of the Kwantung Government, Port Arthur, were requested to assist in the work of this expedition. No salary was to be paid, but expenses and a per diem were agreed to. The receipts submitted are merely to certify that the railroad fare was paid for their use and transportation, and not that they they received the money. No receipts for fares paid could be received from the railroad.

3. The Chinese employed as assistant was taken to Hailar from Harbin, his fares being paid. He traveled third class, and the receipts submitted merely show that the fares were paid for his transportation, as no receipts could be secured from the railroad for fares paid.

4. Drosky. A drosky is a horse drawn carriage, and takes the place of street car or motor public service. They were used frequently for local transportation in trips about Hailar. They were not used in connection with meals.

5. Automobile as taxicab. During the first three days in Hailar a number of visits were necessary to the many official offices and residences. Four people had to be transported, Mr. Stephens, Mr. Takata, Mr. Satow and myself, and the car was engaged for use as long as required.

6. Automobile, trip. A six hour trip was made into the desert to survey the grass and seed development in connection with work of the expedition. In addition to the four mentioned just above, a member of the police and driver were included.

7. R. Takata, railroad fare. Cash was paid to Mr. Takata for his railroad fare from Hailar to Port Arthur. This was based on charges for first class fare and berths where required. He left Hailar August 9 and returned to Port Arthur by the shortest route and quickest time, arriving at 9.10 a.m.Aug. 12.

8. J. Satow, railroad fare. Cash in the same amount and based on the same calculation was paid Mr. Satow for his return fare to Port Arthur. He left Hailar August 26 at 8.00 p.m. and arrived at Port Arthur Aug. 29 9.10 a.m.

9. J. Satow, per diem. The understanding was in securing Dr. Satow's services that I would pay expenses. The Kwantung Government allows 20 Yen Japanese per day for each day out side of the Kwantung Leased Territory. I could not pay that amount as it amounted to more than $6.00 U. S. per day, so he and Mr. Takata as well, agreed to take 18.00 Yen Japanese per day. In Paying Mr. Satow it was necessary to pay in both Yen and Gobi, as I did not have enough Yen to pay Dr. Satow in full. The payment in Gobi is calculated to pay the same amount in U. S. Dollars as in Yen. The Manchoukuo Gobi is not current in Kwantung Leased Territory, but is easily exchanged.

EXPLANATIONS No. 2.

10. R. Takata, per diem. The understanding with Mr. Takata included the payment of an 18.00 Yen per diem in lieu of subsistence. He was paid in Japanese Yen.

11. Ma Ko Tsu, Chinese assistant. The per diem was based on what appeared to be a reasonable amount for his circumstances in Hailar.

12. Laboratory rooms. Rooms were needed for many purposes, to handle herbarium specimens, dry blotters, store equipment, work on seed, develop films and do other photographic work. Due to the Japanese occupation of Hailar as a military base available room was scarce and expensive considering normal circumstances. A vacant house was rented and converted to laboratory used.

13. Horse hire. Horse transportation was required to go to the field and desert as required day by day. An informal agreement was made with the owner of the house rented as laboratory to have horses available for use at any time as required. As the later collections required less equipment actually in the field, the wagon was given up and saddle horses used for greater facility of movement.

14. Mail. In addition to the postage claimed here, there will be later claims for postage for mail forwarded from the Consulates at Harbin and Dairen.

(s) H. G. Mac Millan

Standard Form No. 1012a
Form approved by
Comptroller General U. S.
May 3, 1929

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem

Voucher No. 49
No.

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the sum of $
J. R. McCARL,
Comptroller General of the United States.
By

U. S. DEPARTMENT OF AGRICULTURE, FOREST SERVICE
(Department, Bureau, or Establishment)
Appropriation:

THE UNITED STATES, Dr.,
To H. G. Mac Millan
(Payee)
Div. Plant Exploration, Bureau of Plant Industry
(Address)

PAID BY
(For use of Paying Office)

Official Headquarters Los Angeles, Calif. Domicile Residence
(For use of the Postal Service only)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty from September 1, 1934, to September 30, 1934, as per itemized statement within, under authority No. 8, dated 7/1/34, $ 405 90

AMOUNT Dollars	AMOUNT Cents	NOTATIONS (Payee must not use this column)
405	90	

(Additional statements by Department, Bureau, or Establishment, if deemed necessary)

(ACCOUNTING CLASSIFICATION)
3805
0615 - $225.90
0616 - 180.00

(Payee will NOT use this space)
Differences
Account verified; correct for $
(Signature or initials)

Prin. Agr. Explorer
Beverly Hills, Cal
34
November

MEMORANDUM

Postmaster

Paid by { Check No. , dated , 19 , for $ on Treasurer of the United States in favor of payee named above
Cash, $, on , 19

MEMORANDUM—DO NOT SIGN

8—6319a

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:
   * Arrived at Hailar, Manchuria on August 2, 1934
   for temporary duty for approximate period _____
   Approximate date of return to official headquarters _____, 19____
2. State authorized allowance for per diem in lieu of subsistence: $ 6.00 †
3. State authorized allowance for actual subsistence expenses: Not to exceed $_____ † per day.

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

DATE 1934	L/A No. 8 CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
September							
	Hailar, Manchuria. Following in Gobi dollars.						
4	Postage, official mail					71	
7	Postage, official mail					60	
8	Postage, official mail				1	00	
15	Postage, official mail					35	
18	Hire of saddle horses	1			30	00	
	Rental of laboratory rooms	2			72	00	
	Left Hailar 8.00 pm						
	One first class railroad fare Hailar to Harbin				45	15	
	One first class berth Hailar to Harbin				6	65	
	One third class railroad fare Hailar to Harbin for Chinese assistant				15	00	
	One third class berth Hailar to Harbin, for Chinese assistant				2	40	
	Baggage and equipment transportation charges, as excess baggage				52	65	
19	Arrived Harbin 2.30 pm						
	Taxicab, depot to hotel				1	00	
	Transfer baggage to hotel from depot, 15 pieces				6	25	
	Ma Ko Tsu, Chinese assistant, per diem	3			112	50	
20	Taxicab, hotel to American Consulate				1	00	
21	Automobile, trip to Experiment Station and ret.	4			5	00	
	Taxicab, local use, official business				1	00	
23	Postage, official business				1	30	
25	Taxicab, hotel to American Consulate				1	00	57
	Book "No. Manchuria and the Chinese East.Ry"	5			3	60	
	Ma Ko Tsu, services as Chinese assistant	6			150	00	
	The following items expended by the American Consulate, Harbin, for my account. See explanation						
	Aug. 1 Forwarding official mail, official					18	
	Aug. 9 Registered mail, forwarded, official	7				98	
	Aug. 9 Mail forwarded to Hailar, official					15	
	Aug. 25 Official mail to Hailar					21	
	Aug. 29 Registered mail, official	8				12	
	Sept. 4 Registered mail, official	9				30	
	Sept. 6 Registered mail, official	10				68	
	Sept. 11 Air mail package of plant material, Harbin to Washington, D. C. Officiel	11			18	08	
	Sept. 12 Telegram Harbin to Tokyo, official	12			3	33	
	Sept. 20 Telegram, Harbin to Tokyo, official	13			1	01	
	Postage, official business					12	
26	Taxicab, hotel to depot				1	00	
	Baggage transfer hotel to depot				5	50	
	Left Harbin 9.30 am						
	Baggage and equipment transportation charges, as excess baggage Harbin to Dairen, 10 pieces				45	65	
	Railroad fare, first class Harbin to Dairen				44	85	
	Seat, first class, Harbin to Hsinking				7	25	
	Arrived Hsinking 3.30 pm.						
	The above in Manchoukuo Gobi Dollars.						
					638	57	
	TOTALS (to be carried forward to Continuation Sheet, if necessary)						
	TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)						

10—106aa

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS

(To be used at discretion of Department, Bureau, or Establishment)

DATE OF TRAVEL	No. OF TRANSPORTATION REQUEST	FROM—	TO—	VIA R. R.	AMOUNT	NOTATIONS (Payee must not use this column)

GOVERNMENT PRINTING OFFICE

10—1664a

50

Standard Form No. 1039
Form approved by Comptroller General U. S.
October 19, 1926

COPY

STATEMENT TO ACCOMPANY ACCOUNTS RENDERED UNDER AN ADVANCE OF FUNDS

November 1, 1934
(Date)

Account of H. G. MacMillan under an advance of funds made under travel authority No. 8-P, dated July 1, 1934, and under bond dated April 10, 1934

Amount of advance $2,500.00

Expended and not previously reimbursed:

Date Submitted	Period Covered	Amount	
5/1/34 - 8/31/34	April 11 - Aug. 31	$ 1,563.76	(Over)
11.1.34	Sept. 1 - 30	405.90	

TOTAL, $ 1,969.66

Balance due United States kept in cash, $ 530.34

I CERTIFY that the foregoing is a correct statement of my account, that I will ____ continue in a travel status until ____ and that I will not have further need for this advance.

PLEASE CREDIT TO ADVANCE OF FUNDS!

Signature H. G. MacMillan

Prin. Agr. Explorer
(Official title)

GOVERNMENT PRINTING OFFICE 10—1780

Copy to MacMillan with letter 11-20-34

51

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
FISCAL YEAR 1935

ANALYSIS OF TRAVEL EXPENSES

Name H. G. MacMillan Title Prin. Agr. Explorer L. A. No. 8-P

Office Plant Exploration & Introduction Headquarters Los Angeles, Calif.

Project No. 3805 Period of travel from September 1 to September 30, 1934

Subsistence	$ 180.00
Transportation—	
Common carrier	
Sleeping car	
Mileage in personal automobile at ____ cents per mile	
Other transportation	225.90
Wages paid to assistants	
Miscellaneous items	
TOTAL	$ 405.90

Analysis of subsistence:

Days in travel status, No. 30

Average daily expense—

(1) Continuous travel $ 6.00

(2) At one point
(Over 30 consecutive days)

Number of days
(See instructions below)

Itinerary: Hailar, China to Harbin to Dairen.

Remarks:

INSTRUCTIONS

Subsistence:

Include items listed under Chapters V, VI, and VII, Travel Regulations.

In analyzing subsistence expenses, all travel will be considered continuous unless stop-over of more than 30 days is made at one point, and the average daily expense should be reported under (1). Periods of over 30 days at one place should be reported under (2) and the balance under (1). Fractional parts of days will be included in subsistence periods, each six hours, beginning at midnight, constituting one-fourth of a day. Proportionate deductions will be made from subsistence periods for time spent on leave.

Common carrier:

Include railroad, parlor car, boat, and long-distance stage or bus line fares, both where cash is paid or transportation requests are used, also purchase of scrip books. (Show sleeping car charges separately.)

Other transportation:

Include automobile hire, livery, street car, bus, and taxi fares, transfer of baggage, excess baggage, tips to Pullman, hotel, station, and dock porters, and to cabin and deck stewards on boats, checking baggage, and storage of personal automobile.

Wages:

Include cash payments to assistants paid on a time basis.

Miscellaneous items:

Include supplies, job services, telegrams, telephone calls, etc.

Itinerary:

Show points of starting and ending travel, and the States or sections visited.

Remarks:

Explain unusual items of expense. The amount shown as "Total" should be the amount claimed by the traveler, plus the amount of transportation requests used as shown on back of voucher.

U. S. GOVERNMENT PRINTING OFFICE: 1930 8—7368

EXPLANATIONS.

1. Hire of saddle horses. The horses were available as needed. Because of the rainy weather they were not used constantly. The charges were the owners price for the period.

2. Baggage charges. The railroads carry only 30 kilos per first class ticket free. The baggage and equipment had to be sent as excess. No receipt could be obtained, as only one is given, and that has to be surrendered to claim the property. Effort was made in this and later cases to obtain receipts, but without success.

3. Consulate expenditures. In order to have mail and telegrams properly handled, it was necessary to have the American Consulate attent to many of these items. Hailar did not offer the facilities and in many cases, the expenses did not originate in Hailar. The services were performed by the Consulate, and charged to me, and I have listed them as itemized to me, as my expenses.

4. Express train fare. The SMR Railway charges a fee to use the express, which while in the nature of extra fare, leaves no alternative. Only the local trains are not excess fare, and their use would require an additional day, and with no other accomodations.

H. G. Mac Millan.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Sept. 2 to Sept. 8, 1934

eptember Date 1934	Places where work was performed or expense incurred: Manchuria	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 2	Hailar	Plant study and seed collection	
Monday 3	Hailar	Plant study and seed collection	
Tuesday 4	Hailar	Plant study and seed collection	
Wednesday 5	Hailar	Plant study and seed collection	
Thursday 6	Hailar	Plant study and seed collection	
Friday 7	Hailar	Plant study and seed collection	
Saturday 8	Hailar	Plant study and seed collection	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From September 1, 1934 to _____, 19

Date 1934	Places where work was performed or expense incurred Manchuria	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday Sept. 1	Hailar	Plant Study and seed collection.	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Sept. 16 to Sept. 22, 1934

September Date 1934	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
	Manchuria		
Sunday 16	Hailar	Plant study and seed collection	
Monday 17	Hailar	Plant study and seed collection	
Tuesday 18	Hailar	Preparations for leaving	Left Hailar 8.00 pm
Wednesday 19	En route Harbin	En route	Arrived Harbin 2.30 pm
Thursday 20	Harbin	Business at American Consulate Work with collection	
Friday 21	Harbin	Business as American Consulate Visit to Experiment Station	
Saturday 22	Harbin	Business at American Consulate Work with baggage.	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Sept. 9 to Sept. 15, 1934

September Date 1934	Places where work was performed or expense incurred Manchuria	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 9	Hailar	Plant study and seed collection	
Monday 10	Hailar	Plant study and seed collection	
Tuesday 11	Hailar	Plant study and seed collection	
Wednesday 12	Hailar	Plant study and seed collection	
Thursday 13	Hailar	Plant study and seed collection	
Friday 14	Hailar	Plant study and seed collection	
Saturday 15	Hailar	Plant study and seed collection	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Sept. 30 to , 19 34

September Date 1934	Places where work was performed or expense incurred Manchuria	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
Sunday 30	Dairen	Work in rearranging baggage	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1929 8—6248

(OVER)

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WEEKLY ITINERARY REPORT

H. G. Mac Millan (Name) — Plant Exploration (Office)

From Sept. 23 to Sept. 29, 1934

September 1934 Date	Places where work was performed or expense incurred	Character of work performed (Briefly give specific work)	Time of arrival at each point visited and of departure from and return to headquarters (Repeat in account)
	Manchuria		
Sunday 23	Harbin	Work on rearranging baggage	
Monday 24	Harbin	Business at American Consulate Consultation with Russian botanists	
Tuesday 25	Harbin	Business at American Consulate Perparations for leaving	
Wednesday 26	Harbin	En route	Left Harbin 9.30 a Arrived Hsinking 3.30 p
Thursday 27	Hsinking	Visits to Japanese Embassy and Manchoukuo Government offices.	Left Hsinking 4.30 p
Friday 28	Dairen	Business at American Consulate	Arrived Dairen 7.40 am
Saturday 29	Dairen	Business at American Consulate Visit to Kwantung Government Officials	

Address for succeeding week:

Remarks:

NOTE.—This report should be initialed both by the Chief of the Office concerned and by the clerk preparing it from the data sent in by the field man.

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6248

(OVER)

DATE 19 34	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOUCHER NUMBER	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
September							
30	This gives a total of Gobi Dollars 725.95, at						
	average rate of exchange of Gobi $2.948 per						
	$1.00 U.S.						
	Value of Gobi $638.57 in U. S. Currency				216	61	
	According to exchange receipts shown in previous						
	accounts, there remains Japanese Yen 6.27						
	Exchange receipt purchase of Yen ¥344.83 for						
	$100. U.S., rate of ¥3.44 per U.S. Dollar	19					
	This gives an average rate of exchange of ¥3.44						
	per $1.00 U. S.						
	Value of ¥31.99 in U. S. Currency				9	29	
	Per diem allowance, 30 days at $6.00		180.00				
	Totals		180.00		225.90		
	Total amount of voucher				405	90	

TOTALS (to be carried forward to Continuation Sheet, if necessary) 405 90

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet) .....

Standard Form No. 1012c
Form approved by
Comptroller General U. S.
June 26, 1924

Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem—Continuation Sheet

MEMORANDUM

Payee H. G. MacMillan

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

DATE 19 34	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOUCHER NUMBER	AMOUNT SUBSISTENCE		AMOUNT OTHER		NOTATIONS (Payee must not use this column)
September							
	Brought forward						
26	The following in Japanese Yen						
	Taxicab depot to hotel				1	00	
27	Taxicab to make official calls				1	00	
	Left Hsinking 4.30 pm						
	Express train extra fare Hsinking to Dairen				3	00	
	Pullman berth, first class, Hsinking to Dairen				6	00	
28	Arrived Dairen 7.40 am						
	Taxicab depot to hotel				1	00	
	Baggage transfer, depot to hotel, 10 pieces				3	50	
29	Telegram, Dairen to Shanghai, China. official	14			8	25	
	Telegram, Dairen to Shanghai, China, official	15			5	05	
	Telegram, Dairen to Tokyo, Japan, official	16			1	81	
	Postage, official business					38	
	Taxicab, official business				1	00	
	Total of above in Japanese Yen				31	99	
	CONVERSION INTO U. S. DOLLARS.						
	According to exchange receipts shown in previous						
	accounts, there remains Gobi $139.95, at rate						
	of 3.027 per U. S. Dollar.						
	Exchange receipt, purchase of Gobi $294 for $100.						
	U.S. : rate 2.94 per U. S. Dollar	17					
	Exchange receipt, purchase of Gobi $292. for						
	$100. U.S.: rate of 2.92 per U.S. Dollar	18					

10—1664c