

COPY

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Plant Industry.
Washington.

Division of Plant
Exploration and introduction

April 11, 1934.

Mr. George N. de Roerich
310 Riverside Drive.
New-York, N.Y.

Dear Mr. de Roerich:

We are sending you enclosed copy of your Letter of Authority No. 916-P which authorizes your trip from New York to Washington and return. Transportation requests furnished you yesterday, upon which you obtained return ticket to New York, will be charged against this Letter of Authority.

For your information we are sending you a sample expense account upon which you expenses should be submitted and for your further information a copy of the travel regulations which govern all such expenditures. In submitting your fare from New York to Washington for the amount paid in cash, I would kindly suggest that you submit an attached statement to your account to the effect that time did not permit transportation request to reach you prior to your departure and when account is received here, we will attach a further statement and believe you will have no difficulty in getting reimbursement for these expenditures.

No expenditures are submitted for meals, you being allowed \$5.00 per diem. Per diem starts from midnight and is divided up into quarters or periods of six hours for determining the pro rata amount due when the whole day is not involved. If you find this account too difficult to handle, upon your return to Washington we will be glad to have it prepared for you in our office.

We are also sending you four personal data forms which we have filled in as far as possible and would kindly ask that you complete these forms, signing at the place indicated at the bottom of the sheet, in other words complete answers for all questions we have not finished. We are sending you four forms so that two can be submitted for you and two for your father.

We are also sending you four applications for advance of funds and would kindly ask that you sign two at the place indicated by the word "Signature" and have your father sign two as well. One will permit us to get you an advance of funds up to and including June 30, 1934, and when the balance of the appropriation becomes available on July 1, 1935, if we have your application on file, we can submit it for an additional advance to be covered by your Letter of Authority which will be issued July 1, 1935. The Letter of Authority is already being prepared, covering the present period up to and including June 30, 1934, which is the end of the fiscal year. If you will kindly advise us where you desire your first salary checks forwarded to we will make the necessary arrangements. In furnishing us this information, be sure to advise how long a period you desire such an arrangement to continue.

Any transportation requests not used in the book furnished you for return to New York should be returned to us.

Sincerely yours,

(signed) J.L. Mahoney per JMS
Senior Administration Assistant.

JLM:ims

Enclosures

Sample expense account
Blank expense account
2 copies travel regulations
4 personal data blanks
4 Advance of Funds requests.

2
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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON

SPECIAL
EXPENDITURE AUTHORIZATION.

L. A. No. 916-P

Date: April 7, 1934

Permanent Station: New York, N.Y.

Temporary Station:

~~George H. de Roerich~~~~New York, N. Y.~~

Authority is hereby granted you to incur expenses, in accordance with the Standardized Government Travel Regulations, and with the Fiscal Regulations of the Department, within the funds, for the purpose, and under the conditions noted below:

Date effective: April 7, 1934

or as soon thereafter as practicable.

Duration of Authorization: 5 days

Amount: \$ 80.00

Project No. 3805

Appropriation: 875133-38 Sol. and Exp. Bu. of Plant Industry,
Foreign Plant Introduction. 1934-1935

Purpose: To confer with Bureau officials with reference to plans, preparations, etc. of botanical studies to be conducted abroad.

Itinerary: From New York, N.Y. to Washington, D.C. and return.

You will be allowed \$5.00 per diem in lieu of actual expenses for subsistence.

K. A. RYERSON

Chief of Bureau

Copy

3

United States Department of Agriculture

Bureau of Plant Industry

Washington

Division of
Plant Exploration and Introduction

April 11, 1934

Mr. George N. de Roerich,
310 Riverside Drive,
New York, N.Y.

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No expenditures are submitted for meals, you being allowed \$ 5.00 per diem. Per diem starts from midnight and is divided up into quarters or periods of six hours for determining the pro rata amount due when the whole day is not involved. If you find this account too difficult to handle, upon your return to Washington we will be glad to have it prepared for you in our office.

We are also sending you four personal data forms which we have filled in as far as possible and would kindly ask that you complete these forms, signing at the place indicated at the bottom of the sheet, in other words complete answers for all questions we have not finished. We are sending you four forms so that two can be submitted for you and two for your father.

We are also sending you four applications for advance of funds and would kindly ask that you sign at the place indicated by the word "Signature" and have your father sign two as well. One will permit us to get you an advance of funds up to and including June 30, 1934, and when the balance of the appropriation becomes available on July 1, 1935, if we have your application on file, we can submit it for an additional advance to be covered by your letter of authority which will be issued July 1, 1935. The letter of authority is already being prepared, covering the present period up to and including June 30, 1934, which is the end of the fiscal year. If you will kindly advise us where you desire your first salary checks forwarded to we will make the necessary arrangements. In furnishing us this information, be sure to advise how long a period you desire such an arrangement to continue.

Any transportation requests not used in the book furnished you for return to New York should be returned to us.

Sincerely yours,

JL. Mahoney, Senior Admin. Assis

JLM:ims

Enclosures

- Sample expense account.
- Blank expense account.
- Two copies travel regulations.
- 4 Personal Data blanks.
- 4 Advance of Funds requests.

Very truly yours,

Mr. George W. De Forest,
810 Riverside Drive,
New York, N.Y.

Division of
Plant Exploration and Introduction

Washington

Bureau of Plant Industry

United States Department of Agriculture

We are sending you enclosed copy of your letter of authority No. 816-P which authorizes your trip from New York to Washington and return. Transportation requests furnished you yesterday, upon which you obtained return ticket to New York, will be charged against the letter of authority. For your information we are sending you a sample expense account upon which your expenses should be submitted and for your further information a copy of the travel regulations which govern all such expenditures. In submitting your fare from New York to Washington for the amount paid in cash, I would kindly suggest that you submit an attached statement to your account to the effect that time did not permit transportation request to reach you prior to your departure and when account is received here, we will attach a further statement and believe you will have no difficulty in getting reimbursement for these expenditures.

As expenditures are submitted for meals, you being allowed \$2.00 per diem, for about from midnight and is divided into quarters or periods of six hours for determining the proper amount due when the whole day is not involved. If you find this account difficult to handle, upon your return to Washington we will be glad to have it prepared for you in our office.

We are also sending you four personal data forms which we have filled in as far as possible and would kindly ask that you complete these forms, signing at the place indicated at the bottom of the sheet, in other words complete answers for all questions we have not finished. We are sending you four forms so that two can be submitted for you and two for your father.

We are also sending you four applications for advance of funds and would kindly ask that you sign at the place indicated by the word "Signature" and have your father sign two as well. One will permit us to get you on when we of funds up to and including June 30, 1934, and when the balance of the appropriation becomes available on July 1, 1935, if we have your application on file, we can submit it for an additional advance to be covered by your letter of authority which will be issued July 1, 1935. The letter of authority is already being prepared, covering the present period up to and including June 30, 1934, which is the end of the fiscal year. If you will kindly advise us where you desire your first salary checks forwarded to we will make the necessary arrangements in furnishing us this information, we want to advise how long a period you desire such an arrangement to continue. Any transportation requests not used in the book furnished you for return to New York should be returned to us.

Sincerely yours,

J. L. Mahoney, Senior Assistant

Copy

United States Department of Agriculture.

Bureau of Plant Industry.

Washington

Division of plant
exploration and introduction.

April 19, 1934

Mr. George N. de Roerich,
310, Riverside Drive,
New York, N.Y.

Dear Mr. de Roerich,

With further reference to your approaching trip, we are sending you enclosed brief memorandum on travel in foreign countries, together with two sample reimbursement vouchers which you and the Professor may keep for reference purposes during your trip.

I am also sending you enclosed checks Nos. 5,191,134 and 5,191,135 in the amounts of \$ 2,500, covering advance of funds, to N. de Roerich and Georges de Roerich. You will kindly note that the Disbursing Office has gotten your first name incorrectly and kindly endorse this check as it appears on its face, with your correct name as a second endorsement.

We are sending these checks air mail, special delivery, to insure your receiving them before your departure on Sunday.

Sincerely yours,

J. L. Mahoney,
Senior Administrative Assistant.

JLM:ims.
Enclosures.

P.S. Your letter of April 16, together with cards and reimbursement account, was received here yesterday during my absence.

5

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON

DIVISION OF
~~FOREIGN PLANT INTRODUCTION~~
PLANT EXPLORATION AND INTRODUCTION

April 20, 1934

Mr. George N. de Roerich
310 Riverside Drive
New York City

Dear Mr. de Roerich:

voucher,

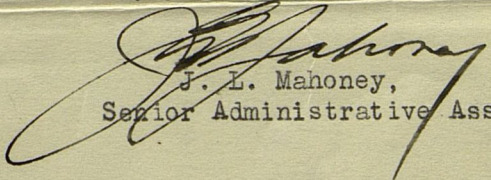
We are returning herewith your expense/ submitted
in the amount of \$20.02, covering your trip to Washington
April 9 and 10.

You will note that we have rewritten the account,
inserting time of arrivals and departures. Before this
account can be passed for payment it will have to be sworn
to as indicated in paragraphs 92 and 93 of Government
Travel Regulations.

It is doubtful if the item for taxi fare from hotel
to Department of Agriculture will be allowed, as this con-
stitutes transportation from place of abode to place of
duty and is included in per diem allowance.

If you will sign as "Payee" and return the voucher
to us, properly sworn to, we shall send it along for payment.

Sincerely yours,


J. L. Mahoney,
Senior Administrative Assistant.

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Encl.

P.S. Carbon copy of itinerary and account are for your records.

5 6
113

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

April 28, 1934.

OFFICE OF THE CHIEF

Mr. George N. de Roerich,

Foreign Plant Introduction.

Dear Mr. de Roerich:

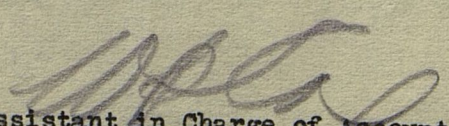
In the administrative examination of your expense account for the period April 9 and 10, 1934, submitted in the sum of \$....20.02....., it has been necessary to make suspensions amounting to \$ 3.63, as set forth below. If any of the items are resubmitted, they must be supported by the required explanation, subvoucher or receipt, and be accompanied by this letter. The account has been approved for payment in the sum of \$....16.39.....

April 9, \$1.88, cost of Pullman seat included in charge of \$10.02 for railroad fare, New York, N. Y., to Washington, D. C., as the General Accounting Office requires a Pullman Company receipt as subvoucher to support charge for Pullman fare where such fare is paid in cash. Your statement is noted that this fare was paid in cash, because transportation request could not reach you before your departure from New York, N. Y.; and 50¢, from charge for taxicab from hotel to Department of Agriculture, and return. It is noted that upon arrival at Washington, D. C., you claimed, and are allowed, taxicab fare from the railroad station to hotel, and the General Accounting Office has ruled that when an employee arrives at his destination, he may be allowed taxicab fare from station to hotel, and return to station, or from station to place of duty, and return, but not both; and any additional transportation fares between places of official duty and the point where meals or lodgings are obtained are not allowable, as defined in Paragraph 60, Travel Regulations.

\$1.25, from \$8.75 claimed for $1\frac{3}{4}$ days at \$5.00 per diem, as the correct per diem allowance is \$7.50, since the period covered is $1\frac{1}{2}$ days, \$7.50, from 12:00 noon, April 9, to midnight, April 10, as defined in Paragraph 66, Travel Regulations.

Very truly yours,

916-P
CGB/rb


Assistant in Charge of Accounts.

Copy

United States Department of Agriculture
Bureau of Plant Industry
Washington

Division of
Plant Exploration and introduction

May 1, 1934

Dr. Georges N. de Roerich,
Care of Bank of Chosen,
Harbin, Manchukuo, China.

Dear Doctor de Roerich:

The enclosed letter from Mr. Cox, covering suspensions on your account covering the period April 9 and 10, is self-explanatory. The Pullman receipt requested did not accompany your account and it is possible that you may have it in your baggage.

All these items suspended can be resubmitted, with the proper explanations and information requested, on the regular expense account form, a sample copy of which was furnished your prior to your leaving New York. If it is impossible for you to furnish the Pullman receipt to serve as a subvoucher, for the cash fare paid, I would suggest that you re-submit this item with an explanation that the receipt has been lost and that you are unable to locate it. We will then endeavour to get this account placed in course of settlement, reimbursing you for these charges. Any statements of this nature to accompany accounts should be made separately and not a part of any letter you might write to me.

Messrs. Westover and Enlow will sail from New York on May 2, aboard the SS President Roosevelt and will land in Hamburg, Germany, May 11. Messrs Macmillan and Stephen's present plans call for their sailing from San Francisco on May 18, aboard the SS President Hoover.

The two revolvers which you purchased from Faala are being shipped to Doctor Macmillan at Los Angeles, together with other equipment which will accompany Macmillan and Stephens when they sail from San Francisco on May 18. These, of course, will be delivered to you by Macmillan when you meet abroad.

With kindest regards, I am,

Very sincerely yours,

J. L. Mahoney,

Senior Administrative Assistant

JLM:ims
Enclosures.

Copy

United States Department of Agriculture.

Bureau of Plant Industry

Washington

June 19, 1934

Division of
Plant Exploration and Introduction

Mr. George E. de Roerich,
c/o Bank of Chosen,
Harbin, Manchukuo, China.

Dear Mr. de Roerich:

We have not heard from you since you left Seattle, Washington and until we hear from you to the contrary will continue sending your mail to the above address.

We are enclosing herewith copies of L/A 918-P and 919-P issued to yourself and your father, respectively, in the amounts of \$ 1,000 each. Due to the accounting practices of the Department we have had to reduce the letters of authorization to cover the amounts that will be expended up to and including June 30, 1934 and in case of both yours and your father's, we have made estimates of \$ 1,000 each which we believe will be more than ample to cover your expenditures up to and including June 30, 1934. Any unused balances on these letters of authorization will be available for use on a new letter of authority which will have to be drawn in your favor effective July 1, 1934, covering the next fiscal year, that is, up to and including June 30, 1935. Of course we will not know the expenditures you have incurred against these funds until we have received your reimbursement accounts starting from the time you left New York. We would appreciate it very much if you could have these accounts sent in as soon after the expiration of each month as possible.

You will kindly note in these letters of authorization that we have had added \$ 2.50 per diem in lieu of actual expenses while on board the vessel. When the first letters were issued we were not able to get this allowance and if, by any chance, your accounts are en route not claiming this per diem while en route, this can be claimed in a supplementary account.

We trust you had an enjoyable trip across the water and that your work is progressing satisfactorily.

With best wishes from all, I remain,

Sincerely yours

J. L. Mahoney

Encl.
JLM-dkh

Copy

Harbin,

July 28th, 1934

J.L.Mahoney, Esq.

Dear Mr. Mahoney,

I am in receipt of your letter of the 19th ultimo enclosing copies of L/A 918-P and 919-P.

I was unable to obtain so far the necessary forms from Dr. Macmillan, hence the delay in sending the accounts. As soon as I shall get the necessary forms from Dr. Macmillan, I shall forward all accounts which are kept ready will all covering bills and statements.

The work is progressing satisfactorily. Please address all further communications c/o Tschurin & Co, Torgovaya, Pristan, Harbin, Manchukuo.

With best wishes,

Sincerely yours,