

1942

#1

June 8 taxi from State Dept to Nat'l Mus.....30

(Was notified about plane reservation too late Saturday, ^{June 6} to get passport; although I was at State Dept. Monday June 8, before 9 a.m. did not receive passport until 10 o'clock; had to rush back to Museum to pick up luggage ~~to~~ in order to make 10.45^{a.m.} plane. Museum car took me to air port)

~~June 8~~ bus from airport to hotel in Miami.....75

June 9 bus from hotel, Miami, to airport.....75

June 10 ^{Films + Flush. Cells} Air postage Wetman McCain Bryant @ 15 ^{sub #1} 10.00

June 11 (no street cars left in C.Z. or Panama City) } 45
(all travel now by taxi)

taxi to Ecuadorian consul for visa.....45

(was unable to attend to visa in Washington because short notice given me ~~for day~~ }
{ Consul said would have to go to Ecuadorian minister for visa, in as much as I }
{ wanted to go to the Galapagos Ids. })

taxi from consul to minister.....45

(because wished to go Galapagos minister said would have to get letter from Amer. ~~minister~~ Ambassador)

taxi to U.S. Embassy - - - - - 30

taxi back to ^{Ecuadorian} minister (found he'd left).....25

taxi back to Balboa - - - - - 45

taxi back to Ecuadorian minister.....90

and return ^{to Balboa} in afternoon (letter not just writ addressed correctly)

June 15 - Air ticket + special first class
Shoemaker 15

June 8. ~~Adler~~

Taxi State left to hotel museum
(had to rush back ^{to house} as plane left at 10.45
and through doors

35

over June 19.

Air mail.

vehicle 15

bag 15

30

June 29 (arranging pass home) 1942 ~~W~~ (2)

Taxi from Panama office of airline to airport	.35
Airport to Quarry Heights for priority	.35
Airport to Administration Bldg. re passport.	.25
Administration Bldg. to 15th Naval Dist. Hdqts	.35

June 30 Taxi from Balboa to Albrook field. (Mailman Baker)	.35
---------------------------------------------------------------	-----

July 1 Taxi from airport to Capt. of Port.	.50
Taxi from dock to Balboa	.35

July 3 Depart Balboa 6.30 a.m.	
Excess baggage sub. #3	11.20
Arr. Miami ^{airport} about 2 p.m.	
Bus fare airport Miami	.75
Bus fare Miami to airport	.75

July 4. Depart Miami 9.15 p.m.	
Arr. Wash. 4.15 a.m.	
Taxi to Mrs.	1.00

~~W~~ (3)

Per diem June 8	10.45 a.m. - midnite.	4.00
June 9 - July 3	mid to midnite	150.00
July 4	to 4.15 a.m.	2.00
		<hr/> 156.00

June 8	S.I. 3265 (Wash. D.C.)	
	Wash to Miami. East. A.L. + ret	1st cl. 101.22

June 8	S.I. 3266 (Miami)	
	Miam. to Balboa Panam. + ret	1st cl. 216.00

**VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT
 OF EXPENSES INCIDENT TO OFFICIAL TRAVEL**

D. O. Vou. No. _____

Bureau No. _____

(Statement of account must be completely filled in by payee prior to signature, and there must not be any erasure or alteration unless initialed or signed by him)

General Accounting Office
PREAUDIT
 Certified for payment in the
 sum of \$ _____
 COMPTROLLER GENERAL OF
 THE UNITED STATES
 By _____

U. S. Smithsonian Institution-U.S.Nat.Museum
 (Department, bureau, or establishment)
THE UNITED STATES, Dr., To Dr. Waldo L. Schmitt,
 (Payee)
U.S.Nat.Museum, Washington, D.C.
 (Address)
Official Headquarters Wash.D.C.
Domicile _____ **Residence** _____
 (For use of Postal Service only)

PAID BY

125-100

 (For use of Paying Office)

FOR PER DIEM in lieu of subsistence, mileage for personally owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from Mar. 18, 1939, to May 8, 1939, as per itemized statement within, under authority No. 19, dated Feb. 17, 1939, 19____, copy of which is attached,* or has been previously furnished with voucher No. _____, paid _____, 19____, by _____
 (Name of disbursing officer)

AMOUNT	
DOLLARS	CENTS
101	45
101	45

(Payee will NOT use this space)

Differences _____

Account verified correct for \$ 101 45

(Signature or initials) _____

MEMORANDUM

101.45

ACCOUNTING CLASSIFICATION (For completion by administrative office)

APPROPRIATION, LIMITATION OR PROJECT SYMBOL	APPROPRIATION TITLE	LIMITATION OR PROJECT		APPROPRIATION	
		AMOUNT		AMOUNT	
<u>3390116.001</u>	<u>Preservation of Collections,</u> <u>S.I.1939</u>	<u>101.45</u>	\$	<u>101.45</u>	\$

ALLOTMENT SYMBOL	AMOUNT	ENCUMBRANCE LIQUIDATED	COST ACCOUNT		OBJECT OF EXPENDITURE	
			Symbol	Amount	Symbol	Amount
<u>0610</u>	<u>2.75</u>	<u>\$ 2.75</u>	<u>0610</u>	<u>2.75</u>	<u>0610</u>	<u>2.75</u>
<u>0630</u>	<u>\$ 84.75</u>	<u>84.75</u>	<u>0630</u>	<u>\$ 84.75</u>	<u>0630</u>	<u>\$ 84.75</u>
<u>0690</u>	<u>13.95</u>	<u>13.95</u>	<u>0690</u>	<u>13.95</u>	<u>0690</u>	<u>13.95</u>

Paid by { Check No. _____, dated _____, 19____, for \$ 101.45 } on Treasurer of the United States
 { Cash, \$ _____, on _____, 19____ } in favor of payee named above.

SIGN ORIGINAL ONLY

 (Signature of payee)

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Date and hour of departure from official headquarters March 16, 1939 9:00 P.M.
2. Give duty status on first day of voucher period: (Date) (Hour)
- *Arrived at New York on Mar. 18, 1939,
for temporary duty for approximate period 26 1/2 days (per diem)
Approximate date of return to official headquarters May 8, 1939.
4. †State authorized allowance for actual subsistence expenses: Not to exceed \$5.00 per day.
5. Where for traveler's personal convenience or through the taking of leave there is interruption of travel, deviation from the direct route, or where traveler delays at a place other than post of duty, a statement showing the facts should appear on the voucher.

*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	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-VOU. NO.**	AMOUNT		NOTATIONS (Payee must not use this column)
			SUBSISTENCE	OTHER	
19 <u>39</u>					
Mar. 16	Left Wash.D.C. 9:00 P.M.				
17	Arrived Boston 7:45 A.M.				
	Check luggage			50	
	Subway to Cambridge			10	
18	Subway to Boston			10	
18	Baggage check			40	
	Left 6:00 P.M. for New York				
	Arrive New York 11:15 P.M.				
	Taxi fare to hotel from station			95	
19	In New York				
20	Baggage transfer to dock- subvoucher #1	1		1 40	
	Phone to Kahlart (official)			05	
	Phone to Kahlart(official)			05	
21	Adjust and adapt synchronizer-	2		3 79	
	Taxi to ship,			85	
	Departed N.Y. S.S. Cristobal 4:00 P.M.				
	1/4 day Mar.16 to 3/4 day Mar.21 @ \$5.00 per diem				
	5 days		25	00	
26	Port-au-Prince				
	Photos bought			20	
	Paid natives for photo			55	
29	Cristobal, landed 10:19 A.M.				
	Trunk transfer to Balboa			50	
	1/4 day Mar.21 to 1/2 day Mar.29 @ \$2.00 per day				
	7-3/4 days		15	50	
30	Balboa				
	Truck for moving outfit	3		1 50	
	Trunk delivery			50	
31	Shrimp and lobster			60	
Apr. 2	Left Balboa on cruise 9:09 A.M.				
	1/2 day Mar.29 to 1/2 day Apr.2 @ \$5.00 per diem		20	00	
6	Barranquilla, Col.				
	Shrimps (4 days)			20	
	Tripod screw for camera			40	
12	La Quaira, Ven.				
17	Port of Spain, Trinidad				
	Shrimps			36	
18	For cocoanut photos			25	
	Shrimp			55	
22	Photos			25	
28	Arrive Cristobal, Canal zone, 7:45 A.M.				
29	Arrive Balboa, end of trip 2:00 P.M.				
	Check trunk to ship			50	
30	Left Balboa 1:10 P.M. arrived Cristobal 2:30 P.M.				
	Ship sailed 3 P.M.				
	1/2 day Apr.29 to 3/4 day Apr.30 @ \$5.00 per diem		6	25	
	1 1/2 days				
	1/4 day Apr.30 to 1/2 day May 8 @ \$2.00 per diem		15	50	
	7-3/4 days				
May 3	Port-au-Prince, Haiti				
8	New York got ashore about 9:00 A.M.				
	Trunk transfer to train			1 00	
	Taxi- Penna. station			75	
	luggage checked			40	
	Left New York 4:30 E.S.T. Penna. R.R.				
	Arrived Washington, D.C. 8:20 P.M.				
	1/2 day May 8 at \$5.00 per diem		2	50	
TOTALS (to be carried forward to continuation sheet, if necessary)			84	75	
TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to continuation sheet)			101	45	

**When subvouchers required by regulations were not obtained, state fully the circumstances showing reason for omission.

**STATEMENT OF TRAVEL PERFORMED FOR WHICH REIMBURSEMENT IS NOT CLAIMED
BY TRAVELER**

DATE OF TRAVEL	NO. OF TRANSPORTATION REQUEST OR SPEEDOMETER READING	FROM—	TO—	VIA (Kind of carrier or vehicle)*	CLASS OR MILEAGE†	AMOUNT
1939						
Mar. 16	S.I. 2771	Wash. D. C.	Boston, Mass.	Penn.	1	14.50
16	S.I. 2772	" " "	" "	Pullman	1	3.00
18	S.I. 2773	Boston, Mass.	New York, N. Y.	N. Y. N. H. & H.	1	5.73
20	S.I. 2774	New York, N. Y.	Cristobal, C. Z.	Panama R. R. S. S. line	1	100.00
29	S.I. 2775	Cristobal, C. Z.	Balboa, C. Z.	do	1	1.40
Apr. 29	S.I. 2776	Balboa, C. Z.	Cristobal, C. Z.	"	1	1.40
May 8	S.I. 2777	New York, N. Y.	Wash. D. C.	Penn. R. R.	1	6.70

*Railroad, steamship, airplane, bus, etc.

†Abbreviate class of service or accommodations used. Railroad: F, first class; I, intermediate class; M, mixed class; C, coach; P, Pullman accommodations; DR, drawing room; CP, compartment; BR, bedroom; SOS, single occupancy section; SEC, section; LB, lower berth; UB, upper berth; S, seat. By other mode: Number of miles traveled.

INSTRUCTIONS

1. The provisions of the travel regulations must be strictly observed in order to avoid suspensions and disallowances in the accounts.
2. When more space is required for itemization of the account, use continuation sheets (standard forms 1012b—Revised and 1012c—Revised) and fasten together in upper left-hand corner.
3. As many copies of the approved memorandum voucher may be made as required for administrative purposes.

**VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT
 OF EXPENSES INCIDENT TO OFFICIAL TRAVEL**

D. O. Vou. No. _____
 Bureau No. _____

(Statement of account must be completely filled in by payee prior to signature, and there must not be any erasure or alteration unless initialed or signed by him)

General Accounting Office
PREAUDIT
 Certified for payment in the
 sum of \$ _____
 COMPTROLLER GENERAL OF
 THE UNITED STATES
 By _____

U. S. Smithsonian Inst., U. S. Nat. Museum
(Department, bureau, or establishment)
 THE UNITED STATES, Dr., To Dr. Waldo L. Schmitt,
(Payee)
U. S. Nat. Museum, Wash. D. C.
(Address)
 Official Headquarters Washington, D. C.
 Domicile _____ Residence _____
(For use of Postal Service only)

PAID BY
 125-100
 (For use of Paying Office)

FOR PER DIEM in lieu of subsistence, mileage for personally owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from August 14 ¹⁹³⁹ to Aug. 16 ¹⁹³⁹, as per itemized statement within, under authority No. _____, dated Aug. 10, 1939, 19____, copy of which is attached,* or has been previously furnished with voucher No. _____, paid _____, 19____, by _____
(Name of disbursing officer)

AMOUNT	
DOLLARS	CENTS
10	35
10	35

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

MEMORANDUM

10.35

ACCOUNTING CLASSIFICATION (For completion by administrative office)

APPROPRIATION, LIMITATION OR PROJECT SYMBOL	APPROPRIATION TITLE		LIMITATION OR PROJECT		APPROPRIATION	
			AMOUNT		AMOUNT	
3300116.001	Preservation of Collections, Smithsonian Institution 1940.		10.35	\$	10.35	\$

ALLOTMENT SYMBOL	AMOUNT	ENCUMBRANCE LIQUIDATED	COST ACCOUNT		OBJECT OF EXPENDITURE	
			Symbol	Amount	Symbol	Amount
0610	.30	.30	0610	.30	0610	.30
0630	\$ 10.00	10.00	0630	\$ 10.00	0630	\$ 10.00
0690	.05	.05	0690	.05	0690	.05

Paid by { Check No. _____, dated _____, 19____, for \$ 10.35 } on Treasurer of the United States
 { Cash, \$ _____, on _____, 19____ } in favor of payee named above.
 SIGN ORIGINAL ONLY _____
(Signature of payee)

*If there was no prior authority state circumstances which rendered securing prior authority impracticable.

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Date and hour of departure from official headquarters August 14 7:06 A.M.
2. Give duty status on first day of voucher period: (Date) (Hour)
 *Arrived at New York, N.Y. on Aug. 14, 1939,
 for temporary duty for approximate period 3 days
 Approximate date of return to official headquarters Aug. 16, 1939.
4. †State authorized allowance for actual subsistence expenses: Not to exceed \$ 5.00 per day.
5. Where for traveler's personal convenience or through the taking of leave there is interruption of travel, deviation from the direct route, or where traveler delays at a place other than post of duty, a statement showing the facts should appear on the voucher.

*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 <u>39</u>	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB- VOU. NO.**	AMOUNT		NOTATIONS (Payee must not use this column)
			SUBSISTENCE	OTHER	
Aug. 14	Left Washington 1:00 A.M.				
	Arrived New York 7:06 A.M.				
	Telephone Coast Guard office			05	
	Subway to S. Ferry and return			10	
	Ferry to Staten Island and return			10	
	Bus from Ferry to Pier 18 and return			10	
15	Left New York 7:10 P.M.				
16	Arrived Wash. D.C. 12:14 A.M.				
	3 days @ \$5.00 per diem		10.00		
			10.00	35	
				<u>10 35</u>	
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)					

**When subvouchers required by regulations were not obtained, state fully the circumstances showing reason for omission.

**STATEMENT OF TRAVEL PERFORMED FOR WHICH REIMBURSEMENT IS NOT CLAIMED
BY TRAVELER**

DATE OF TRAVEL 1939	NO. OF TRANSPORTATION REQUEST OR SPEEDOMETER READING	FROM—	TO—	VIA (Kind of carrier or vehicle)*	CLASS OR MILEAGE†	AMOUNT
Aug. 13	S. I. 2, 586	Wash. D. C.	New York, N. Y. & return	B & O R. R.	1st cl.	\$13.10

*Railroad, steamship, airplane, bus, etc.

†Abbreviate class of service or accommodations used. Railroad: F, first class; I, intermediate class; M, mixed class; C, coach; P, Pullman accommodations; DR, drawing room; CP, compartment; BR, bedroom; SOS, single occupancy section; SEC, section; LB, lower berth; UB, upper berth; S, seat. By other mode: Number of miles traveled.

INSTRUCTIONS

1. The provisions of the travel regulations must be strictly observed in order to avoid suspensions and disallowances in the accounts.
2. When more space is required for itemization of the account, use continuation sheets (standard forms 1012b—Revised and 1012c—Revised) and fasten together in upper left-hand corner.
3. As many copies of the approved memorandum voucher may be made as required for administrative purposes.

**VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT
 OF EXPENSES INCIDENT TO OFFICIAL TRAVEL**

D. O. Vou. No. _____
 Bureau No. _____

(Statement of account must be completely filled in by payee prior to signature, and there must not be any erasure or alteration unless initialed or signed by him)

General Accounting Office
PREAUDIT
 Certified for payment in the
 sum of \$ _____
 COMPTROLLER GENERAL OF
 THE UNITED STATES
 By _____

U. S. Smithsonian Institution, U.S. National Museum
 (Department, bureau, or establishment)
THE UNITED STATES, Dr., To Waldo L. Schmitt
 (Payee)
U. S. National Museum, Washington, D.C.
 (Address)
Official Headquarters Washington, D.C.
 Domicile _____ Residence _____
 (For use of Postal Service only)

PAID BY

125-100

 (For use of Paying Office)

FOR PER DIEM in lieu of subsistence, mileage for personally owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from June 8, 1942, to July 4, 1942, as per itemized statement within, under authority No. 5, dated June 6, 1942, copy of which is attached,* or has been previously furnished with voucher No. _____, paid _____, 19____, by _____
 (Name of disbursing officer)

AMOUNT	
DOLLARS	CENTS
156	65
156	65

(Payee will NOT use this space)
 Differences _____
 Account verified correct for \$ 156 65
 (Signature or initials) _____

MEMORANDUM

156.65

ACCOUNTING CLASSIFICATION (For completion by administrative office)

APPROPRIATION, LIMITATION OR PROJECT SYMBOL	APPROPRIATION TITLE		LIMITATION OR PROJECT		APPROPRIATION	
			AMOUNT		AMOUNT	
<u>33-1921004</u>	<u>Cooperation with the American Republics (transfer to the Smithsonian Institution), 1942</u>		<u>\$156.65</u>		<u>\$156.65</u>	

ALLOTMENT SYMBOL	AMOUNT	ENCUMBRANCE LIQUIDATED	COST ACCOUNT		OBJECT OF EXPENDITURE	
			Symbol	Amount	Symbol	Amount
<u>02</u>	<u>\$156.65</u>	<u>\$156.65</u>	<u>02</u>	<u>\$156.65</u>	<u>02</u>	<u>\$156.65</u>

Paid by { Check No. _____, dated _____, 19____, for \$ 156.65 } on Treasurer of the United States
 { Cash, \$ _____, on _____, 19____ } in favor of payee named above.
 SIGN ORIGINAL ONLY
 (Signature of payee) _____

*If there was no prior authority state circumstances which rendered securing prior authority impracticable.

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Date and hour of departure from official headquarters June 8, 1942 10:45 A.M.
(Date) (Hour)
2. Give duty status on first day of voucher period:
*Arrived at Balboa, Canal Zone on June 9, 1942,
for temporary duty for approximate period one month
Approximate date of return to official headquarters July 4, 1942.
4. †State authorized allowance for actual subsistence expenses: Not to exceed \$ 6.00 per day.
5. Where for traveler's personal convenience or through the taking of leave there is interruption of travel, deviation from the direct route, or where traveler delays at a place other than post of duty, a statement showing the facts should appear on the voucher.

*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 <u>42</u>	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB- VOU. NO.**	AMOUNT		NOTATIONS (Payee must not use this column)
			SUBSISTENCE	OTHER	
June 8	Taxi from State Dept. to National Museum (use of taxi necessary in order to make plane) Left Washington 10:45 A.M. Arrived Miami, Fla. 6:00 P.M.			30	
9	Bus fare Airport to hotel, Miami " " hotel to airport Left Miami, Fla. 6:30 A.M. Arrived Balboa, Canal Zone 2:00 P.M.			75 75	
	5 rolls film, Panama (against law to bring films from Washington)	1		10 00	
10	Six flashlight batteries (bought at Commissary to save weight on plane)			30	
11	Airmail postage Taxi to Ecuadorian Consul " " " Minister " " U. S. Embassy " " Ecuadorian Minister " " return to Balboa " Balboa to Ecuadorian Minister and return			45 45 45 30 25 45 90	
15	Airmail postage			40	
19	" "			30	
	Taxi to dock			25	
20	Left Balboa 2:00 P.M.				
20-27	On special detail				
27	Arrived Coco Solo (Navy plane) 3:30 P.M. Train fare Mt. Hope to Balboa	2		2 20	
29	Taxi from Panama office of airline to airport " " airport to Quarry Heights re: priority " " " Canal Zone to Administration Bldg. " " Administration Bldg. to Headquarters 15th Naval Dist.			35 35 25 35	
30	" " Balboa to Albrook Field			35	
	22-3/4 days (10:45 A.M. June 8 to midnight June 30) @ \$6.00 per diem		136 50		
			136 50	20 15	
				156 65	

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)

**When subvouchers required by regulations were not obtained, state fully the circumstances showing reason for omission.

**STATEMENT OF TRAVEL PERFORMED FOR WHICH REIMBURSEMENT IS NOT CLAIMED
BY TRAVELER**

DATE OF TRAVEL	NO. OF TRANSPORTATION REQUEST OR SPEEDOMETER READING	FROM—	TO—	VIA (Kind of carrier or vehicle)*	CLASS OR MILEAGE†	AMOUNT
1942						
June 8	SI-3,265	Washington, D.C.	Miami, Fla. & return	E.A.L.	1st	\$101.22
" 8	SI-3,266	Miami, Fla.	Balboa, C.Z. & return	P.A.A.	1st	216.00

*Railroad, steamship, airplane, bus, etc.

†Abbreviate class of service or accommodations used. Railroad: F, first class; I, intermediate class; M, mixed class; C, coach; P, Pullman accommodations; DR, drawing room; CP, compartment; BR, bedroom; SOS, single occupancy section; SEC, section; LB, lower berth; UB, upper berth; S, seat. By other mode: Number of miles traveled.

INSTRUCTIONS

1. The provisions of the travel regulations must be strictly observed in order to avoid suspensions and disallowances in the accounts.
2. When more space is required for itemization of the account, use continuation sheets (standard forms 1012b—Revised and 1012c—Revised) and fasten together in upper left-hand corner.
3. As many copies of the approved memorandum voucher may be made as required for administrative purposes.

**VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT
 OF EXPENSES INCIDENT TO OFFICIAL TRAVEL**

D. O. Vou. No. _____
 Bureau No. _____

(Statement of account must be completely filled in by payee prior to signature, and there must not be any erasure or alteration unless initialed or signed by him)

General Accounting Office
PREAUDIT
 Certified for payment in the
 sum of \$ _____
 COMPTROLLER GENERAL OF
 THE UNITED STATES
 By _____

U. S. Smithsonian Institution, U.S. National Museum
 (Department, bureau, or establishment)
THE UNITED STATES, Dr., To Waldo L. Schmitt
 (Payee)
U. S. National Museum, Washington, D.C.
 (Address)
Official Headquarters Washington, DC
 Domicile _____ Residence _____
 (For use of Postal Service only)

PAID BY

 125-100
 (For use of Paying Office)

FOR PER DIEM in lieu of subsistence, mileage for personally owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from July 1, 1942, to July 4, 1942, as per itemized statement within, under authority No. 1, dated July 1, 1942, copy of which is attached,* or has been previously furnished with voucher No. _____, paid _____, 19____, by _____
 (Name of disbursing officer)

AMOUNT	
DOLLARS	CENTS
33	85
33	85

(Payee will NOT use this space)

Differences _____

Account verified correct for \$ 33 85

(Signature or initials) _____

MEMORANDUM

33.85

ACCOUNTING CLASSIFICATION (For completion by administrative office)

APPROPRIATION, LIMITATION OR PROJECT SYMBOL	APPROPRIATION TITLE	LIMITATION OR PROJECT		APPROPRIATION	
		AMOUNT	AMOUNT	AMOUNT	AMOUNT
53-1931004	Cooperation with the American Republics (transfer to Smithsonian Institution), 1943	\$ 33.85		\$ 33.85	

ALLOTMENT SYMBOL	AMOUNT	ENCUMBRANCE LIQUIDATED	COST ACCOUNT		OBJECT OF EXPENDITURE	
			Symbol	Amount	Symbol	Amount
02	\$33.85	\$40.00	02	\$33.85	02	\$33.85

Paid by { Check No. _____, dated _____, 19____, for \$ 33.85 } on Treasurer of the United States
 { Cash, \$ _____, on _____, 19____ } in favor of payee named above.

SIGN ORIGINAL ONLY

(Signature of payee)

*If there was no prior authority state circumstances which rendered securing prior authority impracticable.

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Date and hour of departure from official headquarters June 8, 1942 10:45 A.M.
(Date) (Hour)
2. Give duty status on first day of voucher period:
*Arrived at Balboa, Canal Zone on June 9, 1942, 19____,
for temporary duty for approximate period one month
Approximate date of return to official headquarters July 4, 1942.
4. †State authorized allowance for actual subsistence expenses: Not to exceed \$_____ per day.
5. Where for traveler's personal convenience or through the taking of leave there is interruption of travel, deviation from the direct route, or where traveler delays at a place other than post of duty, a statement showing the facts should appear on the voucher.

*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____ 42	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB- VOU. NO.**	AMOUNT		NOTATIONS (Payee must not use this column)
			SUBSISTENCE	OTHER	
July 1	Taxi from airport to Capt. of Port			50	
	" " Capt. of Port and call on Capt. of Bowditch to Balboa			35	
	Left Balboa 6:30 A.M.				
	*Excess baggage	1		11 20	
	Arrived Miami, Fla. 2:00 P.M.				
	Bus fare airport to Miami			75	
	" " Miami to airport			75	
	Left Miami, Fla. 9:15 P.M.				
4	Arrived Washington 4:15 A.M.				
	Taxi, airport to Museum			80	
	3½ days @ \$6.00 per diem		19 50		
			19 50	14 35	
				<u>33 85</u>	
	* Excess baggage necessary in returning with number of books and papers relating to official mission and some valuable specimens that should not be entrusted to ship transport at this time.				
	Transportation paid in fiscal year 1942.				
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)					

**When subvouchers required by regulations were not obtained, state fully the circumstances showing reason for omission.

**STATEMENT OF TRAVEL PERFORMED FOR WHICH REIMBURSEMENT IS NOT CLAIMED
BY TRAVELER**

DATE OF TRAVEL	NO. OF TRANSPORTATION REQUEST OR SPEEDOMETER READING	FROM—	TO—	VIA (Kind of carrier or vehicle)*	CLASS OR MILEAGE†	AMOUNT

*Railroad, steamship, airplane, bus, etc.
 †Abbreviate class of service or accommodations used. Railroad: F, first class; I, intermediate class; M, mixed class; C, coach; P, Pullman accommodations; DR, drawing room; CP, compartment; BR, bedroom; SOS, single occupancy section; SEC, section; LB, lower berth; UB, upper berth; S, seat. By other mode: Number of miles traveled.

INSTRUCTIONS

1. The provisions of the travel regulations must be strictly observed in order to avoid suspensions and disallowances in the accounts.
2. When more space is required for itemization of the account, use continuation sheets (standard forms 1012b—Revised and 1012c—Revised) and fasten together in upper left-hand corner.
3. As many copies of the approved memorandum voucher may be made as required for administrative purposes.