~~SECRET~~
(When Filled In)

TRAVEL VOUCHER

Submit an original and one copy. Submit an additional copy if the originating office desires an audited copy of the voucher returned.

NAME OF PAYEE	OFFICIAL DUTY STATION	TELEPHONE EXT.
E. R. Saunders	Washington, D. C.	4445

PERIOD COVERED BY THIS VOUCHER		TRAVEL ORDER NUMBER OR AUTHORITY FOR TRAVEL
FROM	TO	
20 October 1958	13 December 1958	HF-2-59

SUMMARY OF EXPENSES CLAIMED BY TRAVELER	
PER DIEM	$ 824.50
TRANSPORTATION	1,139.73
OTHER	11.21
TOTAL	$ 1,975.44
LESS ADVANCES AND TICKETS FURNISHED	2,359.73
BALANCE DUE TRAVELER	
EXCESS ADVANCED TO BE REFUNDED	
(Attach copy of refund receipt)	384.29

THIS SPACE FOR FINANCE USE ONLY

VOUCHER NO.

TOTAL CLAIMED	$
LESS ADJUSTMENTS:	
AUDITED BY NET APPROVED	$
CREDIT TO ADVANCE ACCOUNT	$
NET TO PAYEE	$
$	TRAVELER NOTIFIED THIS BALANCE DUE

PAYMENT INSTRUCTIONS

CERTIFICATIONS AND APPROVAL

I certify that this voucher and any attachments are correct, the expenses were incurred on official business of a confidential nature, payment or credit has not been received; all quarters or meals furnished without charge are stated with appropriate deduction from per diem; and any leave taken has been noted in the itinerary.

DATE	SIGNATURE OF PAYEE

APPROVED

DATE	SIGNATURE OF APPROVING OFFICER

CERTIFIED FOR PAYMENT OR CREDIT

DATE	AUTHORIZED CERTIFYING OFFICER
	[redacted]

I CERTIFY FUNDS ARE AVAILABLE.

OBLIGATION REFERENCE NO.	CHARGE ALLOTMENT NO.
3	9-6300-10-001

DATE	SIGNATURE OF AUTHORIZING OFFICER
24 Dec. 1958	[redacted]

25X1A9a

SPACE BELOW FOR FINANCE USE ONLY

(13-22) DESCRIPTION	(40-42) EXPEND. CODE	(47-52) ADVANCE ACCT. NO.	(53-57) GENERAL LEDGER ACCT. NO.	(59-67) ALLOTMENT LEDGER ACCT. NO. / X VOUCHER NO.	(68-70) OBJECTIVE CLASS	(71-80) AMOUNT DEBIT	CREDIT

~~JOB NO. ____ BOX NO. ____ FLD NO. ____ DOC. NO. 2 NO CHANGE~~
~~IN CLASS/ /DECLASS/ /CLASS CHANGED TO: TS S C REF. TOST. 22~~
~~NEXT REV DATE 10 REV DATE 8/02/10 REVIEWER 01891 TYPE DOC. 05~~
~~NO. PGS 9 CREATION DATE ____ ORG COMP 09 OPI 38 ORG CLASS S~~
~~REV CLASS C REV COORD. ____ AUTH: HR 70-3~~

FORM NO. 22 USE PREVIOUS EDITION OF THIS FORM.
1 SEP 55 REPLACES FORM 33-12 WHICH IS OBSOLETE.

~~CONFIDENTIAL~~

(49)

[redacted] CONFIDENTIAL

(When Filled In)

FUNDS AND TRANSPORTATION TICKETS ADVANCED TO TRAVELER

DATE 19	SOURCE	AMOUNT OF FOREIGN CURRENCY	RATE TO U. S. $	U. S. $ AMOUNT
			TOTAL	

TRANSPORTATION AND EXCHANGE ORDERS, BOTH USED AND NOT USED *(Attach receipts, stubs, and unused items)*

INCLUSIVE DATES	MODE OF TRAVEL*	POINTS OF TRAVEL FROM	POINTS OF TRAVEL TO	COST
			TOTAL	

* Show initials of common carrier, name of vessel, class of service used, etc.

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER

DATE 1958	DESCRIPTION OF EXPENDITURE AND DETAIL OF ITINERARY *(Deduct 1/5 from the applicable per diem for each meal and lodging furnished without charge)*	AMOUNT CLAIMED PER DIEM	AMOUNT CLAIMED OTHER
	Transportation from home to airport (Reimbursement is		
	claimed for cost of using privately owned automobile		
	which is less than if taxicab had been used)		4.00
20 Oct	Left Washington, D. C., at 1820 via EAL, Flight 470		
	Arrived LaGuardia Airport 1940		
	Left LaGuardia Airport @ 1959 via NYA Flight 458		
	Arrive Idlewild Airport at 2009		
20 Oct	1 day @ 6.00	1.50	
	[redacted]		
21 Oct			
21 Oct		3.00	
		11.00	
22 Oct			
22 Oct		22.00	
23 Oct			
23 Oct		3.00	
		7.50	
24-28 Oct		75.00	
29 Oct			
29-31 Oct		45.00	
			.35
1 Nov			
	CHECK ONE: TOTALS CARRIED FORWARD	168.00	4.35

25X1A6a

USE CONTINUATION SHEET FORM NO. 22a IF ADDITIONAL SPACE REQUIRED

[redacted]

25X1A6a

Approved For Release 1999/09/01 : CIA-RDP78-05551A000200040002-9

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER

DATE 1958	DESCRIPTION OF EXPENDITURE AND DETAIL OF ITINERARY (DEDUCT 1/5 FROM THE APPLICABLE PER DIEM FOR EACH MEAL AND LODGING FURNISHED WITHOUT CHARGE)	AMOUNT CLAIMED PER DIEM	AMOUNT CLAIMED OTHER
	Brought forward	681.50	4.56
11 Dec	1 day @ 22.00	22.00	
12 Dec	1 day @ 12.00	12.00	
13 Dec	Taxi from Hotel to Airport		2.65
13 Dec	Leave [redacted]		
	Arrive Washington, D. C. @ 2115		
13 Dec	3/4 day @ 12.00	9.00	
	¼ day @ 6.00	1.50	
	Transportation from Airport to Home (Reimbursement is claimed for cost of using privately-owned automobile which is less than if taxicab had been used)		4.00
	SUPPLEMENTARY PER DIEM I certify that insofar as the supplementary per diem is concerned, the entire sum claimed has been expended for necessary purposes to defray normal living and traveling expenses in the maintenance of my official position.	98.50	
	CHECK ONE: ☐ TOTALS ☐ CARRIED FORWARD	824.50	11.21

25X1A6a

Transporation secured by Agency and used:

	Form No.	Ticket No.
[redacted]		

25X1A6a

Cost of above transportation.....	$1,029.73
Berth from Idlewild to [redacted] (Form No. 0260-2023368).....	55.00
Berth from [redacted] (Form 0260-2023368).....	55.00
	1,139.73

25X1A6a
25X1A6a

Fee of $10.00 paid by Chief of Station, [redacted] for extra plane fare. 25X1A6a

STATEMENT OF ADVANCES

Washington, D. C.

25X1A6a [redacted]

$600.00 ✓	
300.00	11/19/58
100.00	11/28/58
200.00	12/4/58
20.00	12/11/58
$ 1,220.00	

RECEIPT

NUMBER 24263

DATE: Dec 31, 1958

THIS WILL ACKNOWLEDGE RECEIPT OF $ 384.29

three hundred eighty four and 29/100 DOLLARS

CHECK (√) APPROPRIATE ACCT. (S)

✓	~~Dt. 100.5~~ 01-101
✓	Ct. 144.1
	Ct. 144.2
	Ct. 140.0
	Ct. 140.9
	Ct.

FROM: E. R. Saunders

FOR: BF-2-59

OFFICIAL SIGNATURE [redacted]

25X1A9a

FORM NO. 102 1 NOV. 55 OBSOLETE PREVIOUS EDITIONS

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