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Security Information

MEMORANDUM FOR: [redacted]

3-8517

SUBJECT: Authorization to Incur Representational and Other Expenses

30 March 53

To facilitate the accomplishment of your assigned mission as Senior Representative, [redacted] you are hereby granted the following authorizations:

a. In addition to normal post differential and cost of living allowances, you are authorized a representational allowance [redacted] per fiscal year. This representational allowance may be used by you for the following purposes:

(1) For the purpose of maintenance of a standard of living commensurate with your official position, including employment of servants, within the limits of funds available to you for this purpose and other representational purposes. Accounting for such expenditures will be your statement that the entire sum claimed (including regular allowances) has been expended for necessary purposes to defray normal living expenses and in the maintenance of your official position.

(2) For the purpose of official entertainment and token gifts, as required, within the limits of funds available to you for this purpose and other representational purposes. The accounting for such expenditures will include a statement of the purpose of the expense, principal guests and places of entertainment, and receipts, if available, or in lieu thereof, a statement covering the absence of receipts.

[redacted]

c. You are authorized to lease or otherwise procure suitable office accommodations and to maintain them, the cost of such procurement and maintenance to be borne by the Government and to be accounted for in accordance with existing Agency regulations.

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d.

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e. You are authorized to direct and perform travel without further orders to and from such places, and in such order as may be necessary in the performance of your mission (except travel to and from the U.S.). Travel into the area of responsibility of another Agency Senior Representative or country mission chief should be cleared with the respective commander involved. Prior to travel which will necessitate absence from your post for a period of more than twenty-four hours, you will, except in case of emergency, notify Headquarters of the estimated dates of your departure and arrival. If possible, such notice should be by cable at least three days in advance of your departure. During such travel outside the continental limits of the U.S. and its territories and possessions, you are authorized a representation allowance up to the amount of ten dollars (\$10.00) per diem, in addition to the normal per diem, payable for all or any part of the day. Accounting for such allowances will be your statement that the entire sum claimed (including regular per diem) has been expended for necessary purposes to defray normal living and traveling expenses and in the maintenance of your official position. Due to the necessity of maintaining official representation at your post, your wife is authorized to accompany you to your post at Government expense, and you are authorized to transport, at Government expense, a personal automobile and such personal and household effects as you may require at your post. (The

[Redacted]

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[Redacted] Reimbursement for such travel and transportation will be in amounts specified in Foreign Service Regulations.

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SIGNED

ARTHUR W. MOTTIS
Director

Cover

[Redacted]

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AM [Redacted] P:mc
26 March 1953

Dist: Addressee - Orig. # 1 CFE - 1
DDP/Admin - 1 HI - 1

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ASST. Chapt.

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:	NO.

FE

1 April 53

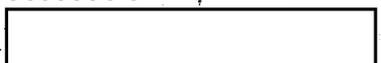
TO	ROOM NO	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Admin. Bldg. 121					
2. G.R. File					
3.					
4.					
5.					
6.					
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CAP 9810

ROUTING AND RECORD SHEET

3-8517

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chief, FE

NO.

DATE

26 March 1953

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1.					
2.					BY HAND MAR 27 1953 25X1
3.	209		27 Mar.		
4.	Comptroller central		27 Mar.		
5.					25X1
6.					
7.					
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PASSED FOR FORWARDING
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MAR 27 1953

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