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6 June 1949

MEMORANDUM

TO : Executive Officer, OPC

ATTENTION: [ ] 25X1

FROM : Chief, Confidential Funds Branch

SUBJECT : Travel Orders

1. Your attention is called to the fact that travel authorization should generally be requested in advance, and be approved prior to performance of the travel. In emergencies, of course, this will not always be possible. Even in such cases, however, prior approval should be obtained by telephone [ ] and this fact should be cited on the travel request, which will be the basis for the issuance of confirmation orders. 25X1

2. Where travel has been performed without prior authority and expenses incurred, this office will, in the future, require that the travel voucher be approved by the Assistant Director, OPC, and such approval shall constitute authorization for the reimbursement of travel expenses. All vouchers submitted on account of such travel should contain a satisfactory statement of the facts constituting the emergency or necessity for the performance of travel without prior authority.

3. In addition, we respectfully wish to point out that if travel orders have been properly obtained sufficiently in advance, the entire existing machinery for the procurement of reservations and issuance of travel advances functions smoothly and expeditiously. On the other hand, last-minute travel requests necessitate a great deal of individual handling, to the great detriment of efficiency and loss of man hours.

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Chief, Confidential Funds Branch

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