

The original documents are located in Box 14, folder “Travel Requests and Vouchers (2)” of the Fernando E.C. De Baca Files at the Gerald R. Ford Presidential Library.

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TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT <u>Executive Office of the President, White House Office</u>		VOUCHER NO.
PAYEE'S NAME <u>Fernando E. C. De Baca</u>		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) <u>1255 New Hampshire Avenue, N.W. Apt. 1015</u> <u>Washington, D.C. 20036</u>		PAID BY
OFFICIAL DUTY STATION <u>Washington, D.C.</u>	RESIDENCE <u>Washington, D.C.</u>	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) <u>11/23/74</u> TO (DATE) <u>11/24/74</u>		CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO. _____ DATE _____		CASH PAYMENT OF \$ _____ RECEIVED (DATE) _____
TRAVEL ADVANCE Outstanding \$ <u>-0-</u> Amount to be applied _____ Balance to remain outstanding \$ <u>-0-</u>		(Signature of Payee)

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
B4,626,437	107.46	NO	Y,J	11/22	Washington, D.C.	Lansing, Saginaw, Michigan and ret.

** Certified correct. Payment or credit has not been received.

5-20-75
(Date)

Fernando E. C. De Baca
(Signature of Payee)

AMOUNT CLAIMED	Dollars	Cts

Approved. Long distance telephone calls are certified as necessary in the interest of the Government.

(Date) _____ *** (Approving Officer)

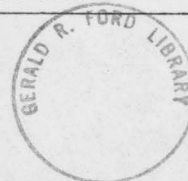
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY
VOUCHER NO. _____ D.O. SYMBOL _____ DATE (MONTH-YEAR) _____

Certified correct and proper for payment:

(Date) _____ (Authorized Certifying Officer)

ACCOUNTING CLASSIFICATION

DIFFERENCES:		
.....		
.....		
.....		
Total verified correct for charge to appropriation (s) (initials)		
Applied to travel advance (appropriation symbol)		
NET TO TRAVELER		



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.
** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, *id.* 1001).
*** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (21 U.S.C. 680a).

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

[illegible][illegible]

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)

☆U.S.Government Printing Office: 1974 0-551-378

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT The White House Office		VOUCHER NO.	
PAYEE'S NAME Fernando E. C. De Baca		SCHEDULE NO.	
MAILING ADDRESS (Including ZIP Code) 1255 New Hampshire Avenue, N. W. - Apt. 1015 Washington, D. C. 20036		PAID BY	
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.		
FOR TRAVEL AND OTHER EXPENSES		TRAVEL ADVANCE	
FROM (DATE) 11/14/74	TO (DATE) 11/18/74	Outstanding \$ - 0 -	CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO. DATE		Amount to be applied	CASH PAYMENT OF \$ RECEIVED (DATE)
		Balance to remain outstanding \$ - 0 -	(Signature of Payee)

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
B-4,626,425	565.47	UA	F	11/13	Washington, D. C.	San Francisco, Ca. to Los Angeles, Ca. to San Francisco, Ca. and return

** Certified correct. Payment or credit has not been received.

6/2/75 (Date) Fernando E. C. De Baca (Signature of Payee) AMOUNT CLAIMED → Dollars Cts

Approved. Long distance telephone calls are certified as necessary in the interest of the Government.

(Date) *** (Approving Officer)

NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY
VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)

Certified correct and proper for payment:

(Date) (Authorized Certifying Officer)

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; *id.* 1001).

*** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD					
(LOCATION)			(DATE OF ARRIVAL)		

DATE 19 <u>74</u>	NATURE OF EXPENSE*	AUTHORIZED MILEAGE RATE <u>11</u> ¢		AMOUNT CLAIMED			
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER	
11/14	Lv Washington, D. C. 3:30pm						
	Ar San Francisco, Ca. 7:27pm						
11/15	Lv San Francisco 8:00am						
	Ar Los Angeles 9:04am						
	Rental car from Los Angeles Airport to KNBC, Luminarias Conference, hotel, and airport						
11/16	Lv Los Angeles 8:00am						
	Ar San Francisco 9:05am						
	POA from San Francisco Airport to Sacramento, Ca. (1970 Cadillac 356 KDK)	75179 75271	92	10	12		
11/17	POA from Sacramento to San Francisco Ca. (1970 Cadillac 356 KDK)	75271 75365	94	10	34		
	Lv San Francisco 11:00pm						
11/18	Ar Washington, D. C. 6:55am						
	Limo/taxi Dulles to residence 8:50am					4 75	
	Dollar a Day Car Rental (receipt attached) 11/17 Oakland Bridge & Carquinez Bridge Tolls					21 58	
	Per diem: 4 days @ \$25 per day				100 00		

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)

★ U.S. GOVERNMENT PRINTING OFFICE : 1970 OF-430-454 (4A)

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

2 FLIGHT

ISSUED BY		American Airlines		PASSENGER TICKET AND BAGGAGE CHECK				FOR ISSUING OFFICE ONLY		AIRLINE FORM		SERIAL NUMBER	
NAME OF PASSENGER		NOT TRANSFERABLE		SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON				FROM/TO		CARRIER		FARE CALCULATION	
MR. F. DEBACA				PASSENGER'S COUPON								001:4215:639:007	
ENDORSEMENTS (CARBON)		ORIGIN		DATE OF ISSUE								WASHINGTON, D.C.	
		WASHINGTON		14 NOV 74									
NOT VALID BEFORE		NOT VALID AFTER		ISSUED IN EXCHANGE FOR									
1		2		0153822183									
12 NOV 1975				DATE AND PLACE OF ORIGINAL ISSUE									
				WASHINGTON, D.C.									
X/O		NOT GOOD FOR PASSAGE		FARE BASIS		CARRIER		FLIGHT/CLASS		DATE		TIME	
				F		AA		281F					
FROM		TO		BAGGAGE CHECKED		PCS.		UNCK. WT.		PCS.		UNCK. WT.	
WASHINGTON		CHICAGO - O'HARE											
TO		TO		BAGGAGE UNCHECKED		PCS.		UNCK. WT.		PCS.		UNCK. WT.	
SAN FRANCISCO		SAN FRANCISCO											
FARE		TAX		CPN		TICKET NUMBER		ICK		FORM OF PAYMENT		DATE AND PLACE OF ISSUE	
213.64		17.09				23073				GR 134626425			
EQUIV. AMT. PD.										A/C 37			

NOTICE TO GUESTS

ADVANCE PAYMENT REQUESTED

This property is privately owned and the management reserves the right to refuse service to anyone and will not be responsible for accidents or injury to guests or for loss of money, jewelry or valuables of any kind.

TOWN HOUSE MOTEL
940 W. CAPITOL
W. SACRAMENTO, CAL

DATE	RATE	ROOM TOTAL	TAX (IF ANY)	MISC.	AMOUNT PAID
IN 11/16	OUT 11/17	12.00	60		12.60

Issued By: SOLD SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON

UNITED AIRLINES INC.

AA

PASSENGER TICKET AND BAGGAGE CHECK
PASSENGER'S COUPON

DATE OF ISSUE

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

NAME OF PASSENGER

NOT TRANSFERABLE

DEBACA/F

ORIGIN

WASHINGTON DC/DULLES

DESTINATION

WASHINGTON DC/DULLES

1	2	3	4	ORIGINALLY ISSUED AGAINST BY AGENTS NUMERIC CODE	AT	ON DATE	YR
1	2	3	4	TICKET DESIGNATION & TOUR CODE			

NOT GOOD FOR PASSAGE

FARE BASIS

ALLOW

CARRIER

FLIGHT/CLASS

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DATE AND PLACE OF ISSUE

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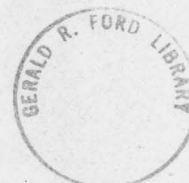
WASHINGTON, D.C.

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NAME		ROOM NO.	
11/16 18.50		124	
ARRIVAL DATE	LENGTH OF STAY	NO. IN PARTY	RATE
11/15	11/16	1	18/50
STREET ADDRESS:		CITY STATE ZIP CODE	



3870 AIRPORT BLVD.
LOS ANGELES CALIF. 90013

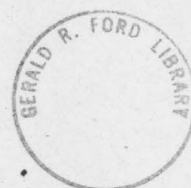
SPECIAL GROUP:

Phone Your Nearest **RAMADA INN** for FREE
Confirmed **RAMADA INN-STANT**® Reservations

ADVANCE
PAYMENT

Previous Balance

Date	Symbols	Charges	Credits	BALANCE	Previous Balance
1					
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24					



DOLLAR A DAY RENT-A-CAR SYSTEMS

5307 W. CENTURY BLVD.
LOS ANGELES, CALIF. 90045
(213) 645-9333

RENTAL AGREEMENT

№ 125352

(1) NAME (PRINT) <i>Antonio C. BACA</i>		(49) REPLACEMENT CAR VEHICLE NO.	(20) ORIGINAL CAR VEHICLE NO. <i>41162</i>
(2) CURRENT RESIDENCE <i>1017 West 11th NW</i>		(50) MAKE <i>Pontiac</i>	(21) MAKE <i>Pontiac</i>
PHONE NO. <i>NW</i>		LICENSE NO. <i>997 HTN</i>	LICENSE NO.
(3) CITY <i>Los Angeles</i>	STATE <i>CA</i>	ZIP CODE <i>90018</i>	(22) YEAR <i>74</i>
(4) LICENSE <i>N 3099612</i>		EXP. DATE <i>1/75</i>	(23) COLOR <i>Black</i>
(5) HEIGHT <i>5'10"</i>	HAIR <i>Brown</i>	EYES <i>Brown</i>	BIRTH DATE <i>11/20/38</i>
(6) LOCAL ADDRESS <i>Los Angeles</i>		PHONE NO.	(24) TIME IN <i>15:00</i>
(7) ADDITIONAL DRIVER <i>N/A</i>		(25) TIME OUT <i>15:00</i>	
(8) CURRENT RESIDENCE CITY, STATE, ZIP <i>N/A</i>		PHONE NO.	(26) MILEAGE IN <i>16107</i>
(9) LICENSE <i>N/A</i>		STATE <i>N/A</i>	EXP. DATE <i>N/A</i>
(10) CAR WILL BE RETURNED TO: <i>Law</i>	(11) CAR CHECKED IN AT: <i>Law</i>	(27) MILEAGE OUT <i>16586</i>	
(12) CAR CONDITION OUT <i>Good</i>		(28) MILES DRIVEN <i>121</i>	
(13) CAR CONDITION IN <i>Good</i>		(29) MILES <i>16419</i>	
(14) EMPLOYER <i>White House</i>	(15) OCCUPATION <i>Spec. Agent</i>	(30) HOURS <i>2:00</i>	
(16) ADDRESS <i>3</i>		(31) DAYS <i>100</i>	
(17) CITY <i>Los Angeles</i>		(32) WEEKS <i>2</i>	
STATE <i>CA</i>		(33) MONTHS <i>1</i>	
PARKING OR TRAFFIC VIOLATIONS ARE RENTER'S RESPONSIBILITY. CARS PRESUMED TO BE EMBEZZLED IF NOT RETURNED WHEN DUE AS PROVIDED BY LAW. RENTAL SUBJECT TO ADDITIONAL FEE IF NOT RETURNED TO ORIGINATING OFFICE.		(34) TOTAL TIME AND MILES <i>20 36</i>	
Stolen Car Section 10855 California Vehicle Code		(35) LESS CREDITS <i>1</i>	
COMPACTS - 75 MILE DAILY MIN. <i>(FAB)</i>		(36) SUBTOTAL <i>20 36</i>	
(18) CREDIT CARD <i>512 42132 088 663</i>		(37) COLLISION DAMAGE WAIVER <i>X</i>	
DAD <i>1015 06-74 11-75 WFB</i>		(38) SAFE TRIP INSURANCE <i>513,000.00 WITH MEDICAL</i>	
AMEX <i>FERNANDO C. DE BACA</i>		(39) BY HIS ACCEPTANCE RENTER PURCHASES ACCIDENT INSURANCE AS DESCRIBED IN THE CERTIFICATE OF INSURANCE AND AGREES TO PAY THEREFOR A PREMIUM AS SHOWN IN THE ADJOINING COLUMN.	
DINERS <i>8137300003</i>		(40) ACCEPTS <i>X</i>	
CB <i>1304105925</i>		(41) DECLINE <i>X</i>	
B OF A <i>6043908391 CAL</i>		(42) BENEFICIARY <i>M.C.</i>	
M/C <i>8137300003</i>		(43) CASH <i>X</i>	
CTRL <i>1304105925</i>		(44) CHECK <i>X</i>	
OTHER <i>6043908391 CAL</i>		(45) T.C. <i>X</i>	
I HAVE READ THE TERMS & CONDITIONS OF THIS RENTAL AGREEMENT, INCLUDING THOSE SET FORTH ON THE REVERSE SIDE HEREOF, & AGREE THERETO.		(46) DATE <i>1/1</i>	
(19) <i>Fernando C. BACA</i>		(47) DATE <i>1/1</i>	
LESSEE SIGNATURE		(48) REFUND <i>X</i>	
PRINTED IN U.S.A. DAD 101 R-1-74		(49) CUSTOMER'S INITIAL FOR REFUND ONLY <i>X</i>	
CUSTOMER'S COPY OF CONTRACT		(50) BALANCE PAID BY: <i>CASH</i>	
		(51) TYPE CHG: <i>GAS</i>	
		(52) PAID BY <i>CASH</i>	
		(53) DRR NO. <i>YES</i>	
		(54) CHECKED OUT BY <i>1015 06-74 11-75 WFB</i>	
		(55) CHECKED IN BY <i>1015 06-74 11-75 WFB</i>	

THIS CONTRACT SUBJECT TO FINAL AUDIT

TRAVEL ITINERARY OF
FERNANDO E. C. DE BACA

Thursday
11/14/74

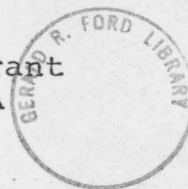
LV		Dulles via United
AR		SF Aripport
LV		SF Airport
AR		BC/TV - Bilingual Children's Television 415/839-5678 Suite 2350 Ordway Bldg. 2150 Valdez Street Oakland, CA 94612 Briefing on BCTV project tour of Bilingual School sites via Oakland, Berkeley, San Francisco

LV	5:00 P.M.	BCTV offices
AR	6:00 P.M.	San Franciscan Hotel 1231 Market Street San Francisco CA 94103 415/626-8000

LV	8:00 P.M.	SFO via United #533
AR	9:06 P.M.	LAX
LV	9:45 P.M.	LAX

Friday
11/15/74

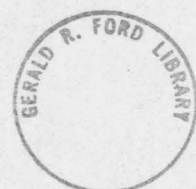
AR	10:00 P.M.	Airport Ramada Inn Los Angeles, Ca 213/670-1600
LV	9:00 A.M.	Airport Ramada Inn
AR	11:00 A.M.	NBC Studios - Jay Rodriguez Hollywood, CA 213/849-3911 Luncheon Meeting with NBC/TV CBS/TV, ABC/TV, Corporate Vice Presidents
LV	5:00 P.M.	NBC Studios
AR	6:00 P.M.	Luminarias Restaurant Monterrey Park, CA 213



ITINERARY OF F. DE BACA

ED CANO - 213/688-7275
R. AMADOR - 213/269-0751
Speaker, Los Angeles City/County
Spanish Speaking Community

LV	9:00 P.M.	Luminarias Restarant
AR	10:00 P.M.	Airport Ramada Inn Los Angeles
LV	8:00 A.M.	LAX United #504
AR	9:05 A.M.	SFO
	10:00 A.M.	Sacramento - National Issues Conference, El Rancho Hotel West Sacramento (916)371-6731
11/17/74 LV	11:00 P.M.	SFO United #56
11/18/74 AR	6:55 A.M.	Dulles



TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT The White House Office		VOUCHER NO.
PAYEE'S NAME Fernando E. C. De Baca		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) 1255 New Hampshire Avenue, N. W. Apt. #1015 Washington, D. C. 20036		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 10/18/74	TO (DATE) 10/22/74	CHECK NO.
TRAVEL ADVANCE Outstanding \$ -0-		CASH PAYMENT OF \$ RECEIVED (DATE)
APPLICABLE TRAVEL AUTHORIZATION(S) NO. DATE		
Amount to be applied		(Signature of Payee)
Balance to remain outstanding \$ -0-		

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
B-4,626,365	353.47	AA	Y	10/16	Washington, D. C.	New York City, N. Y. to Denver, Colo. to El Paso, Tex. to Washington, D. C.

** Certified correct. Payment or credit has not been received.

6/2/75 (Date)	<i>Fernando E. C. De Baca</i> (Signature of Payee)	AMOUNT CLAIMED	Dollars	Cts
Approved. Long distance telephone calls are certified as necessary in the interest of the Government.		DIFFERENCES:		
(Date)	*** (Approving Officer)			
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY		Total verified correct for charge to appropriation(s)		
VOUCHER NO.	D.O. SYMBOL	(initials)		
DATE (MONTH-YEAR)		Applied to travel advance (appropriation symbol)		
Certified correct and proper for payment:				
(Date)	(Authorized Certifying Officer)	NET TO TRAVELER		

ACCOUNTING CLASSIFICATION

* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

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SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

DEPARTURE FROM OFFICIAL STATION (DATE) (HOUR) TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD (LOCATION) (DATE OF ARRIVAL)

DATE 19 <u>74</u>	NATURE OF EXPENSE*	AUTHORIZED MILEAGE RATE <u> </u>		AMOUNT CLAIMED			
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER	
10/18	Taxi from residence to Washington National Airport 8:00 AM					4	00
	Lv: Washington, D. C. 9:00 AM						
	Ar: New York City, N. Y. 10:00 AM						
	Limo/taxi from New York La Guardia Airport to Manhattan					4	75
	Taxi/limo from Manhattan to New York Kennedy Intern'l Airport					5	50
	Lv: New York City, N. Y. 6:45 PM						
	Ar: Denver, Colo. 8:43 PM						
	Taxi from Denver Airport to Heart of Denver Motel					2	25
10/19	Taxi from Heart of Denver Motel to Regency Inn					2	50
	Taxi from Regency Inn to Denver Airport					4	75
	Lv: Denver, Colo. 12:30 PM						
	Ar: El Paso, Texas 2:43 PM						
	Budget Rental Car from El Paso Airport to hotel, meeting sites and return						
10/20	Lv: El Paso, Texas 6:00 AM						
	Ar: Albuquerque, N. M. 6:55 AM						
10/21	Lv: Albuquerque, N. M. 9:25 AM						
	Ar: Tucson, Az. 10:55 AM						
	National Car Rental from Tucson Airport to Tubac, Az. and return						
10/22	Lv: Tucson, Az. 8:30 AM						
	Ar: Washington, D. C. 5:09 PM						
	Taxi from National Airport to residence 6:15 PM					4	00
	Budget Car Rental (Receipt att.)					9	91
	National Car Rental (receipt att.)					35	78
	Airfare El Paso, Texas to Tucson, Az. and return (receipt att.)					64	73
	Per diem: 4-3/4 days @ \$25/day				118	75	

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)

☆U.S. Government Printing Office: 1974 O-551-378

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

Issued By **AMERICAN AIRLINES, INC. AA** SOLD SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON

PASSENGER TICKET AND BAGGAGE CHECK
PASSENGER'S COUPON

DATE OF ISSUE **10 19 74**

ORIGIN **D** DESTINATION **E**

NAME OF PASSENGER **MR. F. DEBACA** NOT TRANSFERABLE

1 2 3 4
1 2 3 4

NOT GOOD FOR PASSAGE

FROM	FARE BASIS	ALLOW	CARRIER	FLIGHT/CLASS	DATE	TIME	STATUS
AS - NATIONAL	Y		AA	432Y	10/19/74	730 AM	
NYC - LAGUARDIA							
NYC - KENNEDY	Y		AA	155Y	10/19/74	4:45 PM	
DENVER	Y		AA	655Y	10/19/74	3:00 PM	

FARE **337.2** TAX **1.1** TOTAL **338.3**

5822273432 3 □

ISSUED BY **CONTINENTAL AIRLINES, INC.** PASSENGER TICKET AND BAGGAGE CHECK
SUBJECT TO CONDITIONS OF CONTRACT ON PAGE 2
PASSENGER'S COUPON

NAME OF PASSENGER **MR. F. DEBACA** NOT TRANSFERABLE

DATE OF ISSUE **10 19 74**

ORIGIN **D** DESTINATION **E**

1 2 3 4
1 2 3 4

NOT GOOD FOR PASSAGE

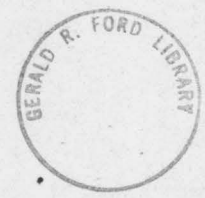
X/O	FROM	FARE BASIS	CARRIER	FLIGHT/CLASS	DATE	TIME	STATUS	ALLOW
	EL PASO				10/19/74	5:00 PM		
	Tucson				10/19/74	1:00 PM		
	EL PASO				10/19/74	1:00 PM		

FARE **59.94** TAX **4.79** TOTAL **64.73**

4019 121 736 587

02/75-BAC

FERNANDO E C DEBACA



265 De Baca, F. E. 10/18 10/19

15489

ROOM LAST NAME FIRST INITIAL IN OUT

Washington, D.C. 1/12.50

HEART 'O DENVER
MOTOR HOTEL

LOCAL CALLS

OUT
IN
CALLS

mb

EAST COLFAX at DOWNING
DENVER, COLORADO 80218
PHONE A/C 303 244-9221

TRANS. FROM TO

DATE	REFERENCE	CHARGES	CREDITS	PAY	THIS BALANCE	PICKUP
OCT 18	ROOM 265	C* 12.50				
OCT 18	TAX 265	C* .94		* 13.44 *		

PAID BY
CREDIT CARD

TRANSFER TO CITY LEDGER

Convenience
& Luxury

are the
keywords
at

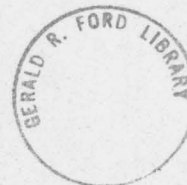
Heart 'O Denver
MOTOR HOTEL

GUEST'S
SIGNATURE: _____

CHARGE TO: _____

ADDRESS: _____

APPROVED BY: _____



NAME DeBaca, Fernando ROOM NO. 120

STREET ADDRESS

CITY STATE **No. F 19404**

FIRM NAME BAC



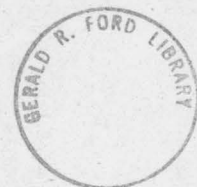
RESTAURANT AND MOTEL

Arrival Date 10-21 Length of Stay 1 No. in Party 1 Rate

				BALANCE	PREVIOUS BALANCE
DATE	SYMBOLS	CHARGES	CREDITS		
OCT 21 C ROOM	180	* 12.84		* 12.84 *	A* 12.84
OCT 22 PAID	180		* * 12.84	* .00	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

LAST BALANCE IS AMOUNT DUE

LOCAL PHONE CALLS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY



ROOM	NAME	G/R	OUTDATE	TO FOLIO #	HOTEL NO.	FOLIO NO.
						2 336 13711
ADDRESS				CHARGE TO		
CITY & STATE				STREET		
CLERK	CREDIT CARD OR CK. ACCT. #	CREDIT CARD OR BANK BRANCH		CITY & STATE		
				GUEST PAYMENT REFERENCE		
				☐ CASH ☐ CREDIT CARD ☐ OTHER		

BALANCE DUE

Budget Rent a Car

Budget Rent-A-Car System Licensee

1329 AIRWAY BOULEVARD
EL PASO, TEXAS 79925
(915) 778-5287

A 753

RENTAL AGREEMENT

DATE

4019 121 736 527 02/75*BAC FERNANDO E C DEBACA		AMEX ☐ BUDGET ☐ CARTE B ☐ DINERS ☐ OTHER ☐	REPLACEMENT CAR CAR NO. ☐ SPARE ☐ LICENSE NO. MAKE TIME IN TIME OUT MILEAGE IN MILEAGE OUT MILES DRIVEN MILEAGE RATE DOES NOT INCLUDE GASOLINE TANK LEVEL INITIAL HERE NOTICE: ALL AUTHORIZED DRIVERS MUST BE 21 OR OLDER & LICENSED MILEAGE READING TAKEN FROM FACTORY INSTALLED ODOMETER FREE RESERVATIONS TO ALL BUDGET CITIES ALL TRAFFIC VIOLATIONS ARE RESPONSIBILITY OF RENTER PERSONAL ACCIDENT INS. \$15,000.00 WITH MEDICAL By his acceptance renter purchases accident insurance as described in the certificate of insurance and agrees to pay thereof or a premium as shown in the adjoining column. ACCEPTS ☒ DECLINES ☐ BENEFICIARY RELATIONSHIP REFUNDED RETURNED AT: CALL BY: CONTRACT CLOSED BY:	ORIGINAL CAR CAR NO. ☐ LICENSE NO. MAKE TIME IN TIME OUT MILEAGE IN MILEAGE OUT MILES DRIVEN MILES @ HOURS \$ DAYS @ \$ WEEKS @ \$ TOTAL TIME AND MILEAGE CHARGES COLLISION PROTECTION CHARGE SUB TOTAL SALES TAX OR SURCHARGE % SUB TOTAL GAS PERSONAL ACCIDENT INS. OTHER SUB TOTAL LESS REFUND FOR: LESS REFUND FOR: TOTAL CHARGE LESS DEPOSITS NET DUE BUDGET NET DUE RENTER CHARGED PAID TIME CALLED IN
RENTER: FERNANDO E C DEBACA RESIDENCE: 1100 P... CITY: STATE: PHONE NO. LICENSE NO. STATE: EXPIRATION COMPANY: The White House ADDRESS: Washington D.C. CITY: STATE: PHONE NO. LOCAL ADDRESS ADDITIONAL DRIVER: AGE LICENSE NO. EXPIRATION DUE BACK BY: DEPOSIT \$ EXTEND TO: ADDITIONAL CASH DEPOSIT \$ DATE INIT EXTEND TO: ADDITIONAL CASH DEPOSIT \$ EXTEND TO: ADDITIONAL CASH DEPOSIT \$ REMARKS: NOT AUTHORIZED IN MEXICO, TX I AGREE TO RETURN THIS VEHICLE TO THE BUDGET RENT A CAR LOCATION AT ON OR BEFORE THE ABOVE DUE BACK DATE ☐ NO DAMAGE ☒ DAMAGE (DESCRIPTION) FULL COLLISION WAIVER: By Initialing, Customer agrees to pay the sum of \$2.00 per day, for each day or fraction thereof that this rental agreement is in effect and BUDGET® agrees to waive all claims against Customer for collision damage to vehicle provided it is operated or used in conformity with Rental Agreement. \$100.00 LIABILITY: By Initialing, Customer agrees to pay BUDGET® for all loss or damage to vehicle (regardless of negligence) limited, however, to \$100.00 provided vehicle is operated or used in conformity with Rental Agreement. I AGREE TO BE BOUND BY THE TERMS AND CONDITIONS ON BOTH SIDES OF THIS RENTAL AGREEMENT AND TO RETURN VEHICLE TO BUDGET® ON OR BEFORE DUE BACK DATE & AT PLACE SPECIFIED X RENTER'S SIGNATURE X SIGNATURE AUTHORIZED BUDGET REPRESENTATIVE		DO NOT CHARGE CUSTOMERS THIS COPY WILL BE PAID BY YOU WILL BE PAID BY STAMP: GERALD R. FORD LIBRARY		

CONTRACT CLOSED SUBJECT TO FINAL AUDIT

(10) CAR WILL BE RETURNED TO: (11) STATE (12) DATE (13) MILEAGE DETERMINED BY READING FACTORY INSTALLED ODOMETER (14) CHECK-IN CITY NO. (15) STATION NO. (16) CAR NO. (17) CAR MAKE (18) CAR LIC. NO. (19) STATE (20) OWMING CITY NO. (21) CITY (22) DATE (23) MILES IN (24) MILES OUT (25) MILES DRIVEN (26) ALTERNATE CAR AND DATE (27) MILES IN (28) MILES OUT (29) MILES DRIVEN (30) COMMISSIONABLE (31) COMM. CODE (32) SOURCE (33) TIME IN (34) TIME OUT (35) MILES (41) (36) DAYS (42) (37) WEEKS (43) (38) HOURS (44) (39) SUB-TOTAL (45) TAX (46) TOTAL TIME AND MILEAGE OR MINIMUM CHARGE (47) INTER-CITY FEE (48) C. DAYS WEEKS (49) SUB-TOTAL (50) TAX (51) TOTAL CHARGES (52) LESS GAS, ETC. (53) NET CHARGE (54) LESS DEPOSIT (55) AMOUNT DUE (U.S.) (56) PAID BY (57) CUSTOMER INITIALS (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

(60) COMPANY NAME (61) RENTER'S NAME (62) ADDRESS (63) CITY (64) STATE (65) ZIP (66) N.C.R. (67) AMERICAN EXPRESS (68) CARTE BLANCHE (69) DINER (70) BANK AMERICA (71) T.W.A. (72) MASTER CHARGE (73) LOCAL (74) OTHER (75) MO. (76) DAY (77) YR. (78) HEIGHT (79) WEIGHT (80) EYES (81) HAIR (82) ACCEPTS C.D.W. (83) C.D.W. (84) DECLINES C.D.W. (85) COLLISION DAMAGE WAIVER (86) IN CONSIDERATION OF THE COLLISION DAMAGE WAIVER RATE (C.D.W.) AGREED UPON HEREIN, LESSOR AGREES TO RELIEVE CUSTOMER OF LIABILITY FOR DAMAGES CAUSED BY COLLISION AS PROVIDED IN PARAGRAPH 5 ON BACK OF PAGE 2 OF THIS RENTAL AGREEMENT BUT CUSTOMER SHALL BE FULLY LIABLE FOR ALL DAMAGES OF ANY NATURE IF THE VEHICLE DESCRIBED HEREIN SHALL BE OPERATED IN VIOLATION OF ANY OF THE PROVISIONS OF THIS RENTAL AGREEMENT. CUSTOMER ACCEPTS OR DECLINES PURCHASE OF C.D.W. AT RATE SPECIFIED. C.D.W. IS APPLICABLE ONLY IF ACCEPTED. (87) I HAVE READ THE TERMS AND CONDITIONS ON BOTH SIDES OF THIS RENTAL AGREEMENT AND AGREE THERETO. (88) ADDITIONAL DRIVER (89) RATE DOES NOT INCLUDE GAS (90) MINIMUM RENTAL - ONE DAY PLUS MILEAGE. INTER-CITY FEE MAY BE APPLIED IF VEHICLE IS NOT RETURNED TO LOCATION SPECIFIED ABOVE. CUSTOMER IS LIABLE FOR ALL PARKING AND TRAFFIC VIOLATIONS. INVOICE SUBJECT TO FINAL AUDIT. NO REIMBURSEMENT WILL BE MADE WITHOUT GAS RECEIPTS.

(91) YOU SHALL BE IN VIOLATION OF COMMENTS 13-677 IF THIS VEHICLE IS NOT RETURNED WITHIN 72 HOURS OF THE SPECIFIED DATE AND TIME AND SHALL BE SUBJECT TO IMPRISONMENT IN THE STATE PRISON FROM ONE TO THREE YEARS OR IN THE COUNTY JAIL NOT EXCEEDING SIX MONTHS OR TO A FINE NOT EXCEEDING \$500 OR TO BOTH. (92) CITY NAME AND ADDRESS (93) 80302-00 (94) 6810 SO. TUCSON BLVD. (95) TUCSON, ARIZONA 85706 (96) MAKE CHECK PAYABLE TO: NATIONAL CAR RENTAL (97) MAIL TO (98) GOLDENROD - CUSTOMER MEMO 4 (99) PAGE 2 (100)

TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT The White House Office		VOUCHER NO.	
PAYEE'S NAME Fernando E. C. De Baca		SCHEDULE NO.	
MAILING ADDRESS (Including ZIP Code) 1255 New Hampshire Avenue, N. W. Apt. 1015 Washington, D. C. 20036		PAID BY	
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.		
FOR TRAVEL AND OTHER EXPENSES		TRAVEL ADVANCE	
FROM (DATE) 10/11/74	TO (DATE) 10/13/74	Outstanding \$ -0-	CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO. DATE		Amount to be applied	CASH PAYMENT OF \$
		Balance to remain outstanding \$ -0-	RECEIVED (DATE)
			(Signature of Payee)

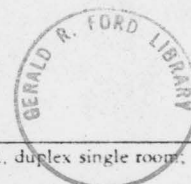
TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
B-4,626,363	261.27	AA	F	10/11	Washington, D. C.	Dallas, Texas and return

** Certified correct. Payment or credit has not been received.

5/30/75 (Date)	Fernando E. C. De Baca (Signature of Payee)	AMOUNT CLAIMED	Dollars	Cts
Approved. Long distance telephone calls are certified as necessary in the interest of the Government.		DIFFERENCES:		
(Date)	*** (Approving Officer)			
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY		Total verified correct for charge to appropriation(s)		
VOUCHER NO.	D.O. SYMBOL	(initials)		
Certified correct and proper for payment:		Applied to travel advance (appropriation symbol)		
(Date)	(Authorized Certifying Officer)	NET TO TRAVELER		

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; 4/ 1001).

*** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).

PREVIOUS TEMPORARY DUTY. (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

[illegible][illegible]

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee.

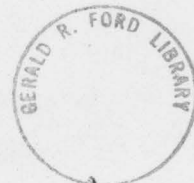
WASHINGTON

REIMBURSEMENT CLAIM FOR DALLAS, TEXAS TRIP
10/11/74 to 10/13/74
(GIR #B4626363 \$261.27)

10/11/74	LV	10:50 AM	OEOB via GOA
	AR	11:20 AM	Washington National Airport
	LV	11:55 AM	Washington via BI
	AR	2:28 PM	Dallas/Ft. Worth Airport
	LV	2:40 PM	Dallas/Ft. Worth Airport via limosine/taxi
	AR	3:35 PM	Dallas, Texas
	-		Dallas Morning News
	-		Dallas Times Herald
	-		WFAA - TV Communications Center
	-		KDFW - TV Communications Center
	-		Mtg. with Lorenzo Ramirez, RD, EEOC, Region VI
	-		Meeting with Maurilio Ortiz, RD, CRS, Region VI
	-		Meeting with Ed Foreman, Chairman Federal Regional Council
	-		Meeting with Congressman James Collins
	-		Meeting with American GI Forum National Chairman Morales
	-		Meeting with Mexican American Chamber of Commerce, Dallas
	-		Meeting with Dallas/Fort Worth Chapter, IMAGE
10/13/74	LV	7:05 AM	Dallas, Texas Via limosine/taxi
	AR	8:00 AM	Dallas/Fort Worth Regional Airport
	LV	8:35 AM	Dallas, Texas
	AR		Washington Dulles Airport
	LV		Washington Dulles Airport via limosine/taxi
	AR		OEOB

EXPENSES

10/11/74	Taxi/limosine Airport to Dulles
10/12/74	
10/13/74	Taxi/limosine Dulles to Airport Airport to Wash., D. C. \$5.00



TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT The Executive Office of the President, The White House		VOUCHER NO.
PAYEE'S NAME Fernando E. C. De Baca		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) 1255 New Hampshire Ave., N. W. - Apt. 1015 Washington, D. C. 20036		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.	
FOR TRAVEL AND OTHER EXPENSES		TRAVEL ADVANCE
FROM (DATE) 11/21/75	TO (DATE) 11/25/75	Outstanding \$
APPLICABLE TRAVEL AUTHORIZATION(S)		CASH PAYMENT OF \$
NO.	DATE	RECEIVED (DATE)
Amount to be applied		(Signature of Payee)
Balance to remain outstanding \$		

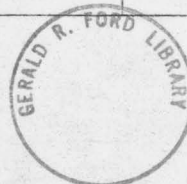
TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
(not clear-- copy attc.)	387.10	TW	Y	11/20	Washington, D. C.	San Diego, Ca.
					and return	

** Certified correct. Payment or credit has not been received.

12/04/75 (Date)	<i>Fernando E. C. De Baca</i> (Signature of Payee)	AMOUNT CLAIMED	Dollars	Cts
Approved. Long distance telephone calls are certified as necessary in the interest of the Government.		DIFFERENCES:		
(Date)	*** (Approving Officer)			
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY		Total verified correct for charge to appropriation(s)		
VOUCHER NO.	D.O. SYMBOL	(initials)		
DATE (MONTH-YEAR)		Applied to travel advance (appropriation symbol)		
Certified correct and proper for payment:				
(Date)	(Authorized Certifying Officer)	NET TO TRAVELER		

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; id. 1001).

*** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 630a).

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

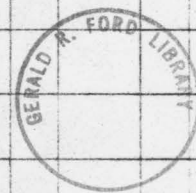
PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

DEPARTURE FROM OFFICIAL STATION
(DATE) (HOUR)

TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD
(LOCATION) (DATE OF ARRIVAL)

DATE 19 <u>75</u>	NATURE OF EXPENSE*	AUTHORIZED MILEAGE RATE		AMOUNT CLAIMED		
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER
11/21	Taxi from residence to Washington National Airport (receipt attached)					
	7:00 AM					5 00
	Lv: Washington, D. C. 8:00 AM					
	Ar: Chicago, Ill. (TW 237) 8:52 AM					
11/22	Lv: Chicago, Ill. (UA 225) 10:10 AM					
	Ar: San Diego, Ca. 12:10 PM					
	Taxi hotel to downtown and return					4 40
11/24	Taxi from hotel to Naval Air Rework Facility and San Diego Federal Center (receipt attached)					
						16 00
11/25	Lv: San Diego, Ca. (AA 114) 1:45 PM					
	Ar: Washington, D. C. 9:34 PM					
	Taxi from Washington Dulles Airport to residence 11:10 PM					4 75
	Lodging:					
	11/21 Chicago \$20.54					
	11/22 San Diego 17.50					
	11/23 " " 17.50					
	11/24 " " 17.50					
	Per diem 4-3/4 days @ \$					

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)



☆ U.S. Government Printing Office: 1974 0-551-378

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

11-21-75
 On call from 12:00 PM
 to 12:45 PM
 11-21-75
 11-21-75

Date NOV 24 75 Cab No. 690 CASH
 Amt. 16.00 RECEIPT
 From HILTON INN Federal Bldg
 To SAN DIEGO AREA NAVY YARD
 Driver's Name B. DAVIS
 Passenger FERNANDO C. DE BACA



Issued By SOLD SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON
TRANS WORLD AIRLINES INC. AA
 If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

NAME OF PASSENGER DE BACA, FERNANDO
 NOT TRANSFERABLE

PASSENGER TICKET AND BAGGAGE CHECK
 FLIGHT COUPON NO. 4
 DATE OF ISSUE 20-NOV-75
 ORIGIN WASHINGTON-DCA
 DESTINATION WASHINGTON-I

5823531445
 DATE AND PLACE OF ISSUE
 NOV 21 75
 TWC 5823531445
 Agent CP/DE
 COINUNCTION TICKETS
 FORM OF PAYMENT
 CASH
 ENDORSEMENTS
 5823531445 6 0

FROM	CARRIER	FARE CALCULATION	DATE	TIME	STATUS
WASHINGTON-DCA	AA	Y	11/20/75	14:50	
SAN DIEGO	AA	Y	11/20/75	14:50	
WASHINGTON-I	AA	Y	11/20/75	14:50	

FARE BASIS ALLOW CARRIER FLIGHT/CLASS DATE TIME STATUS
 Y Y AA 11/20/75 14:50
 Y Y AA 11/20/75 14:50
 Y Y AA 11/20/75 14:50

FARE 358.43
 TAX 28.87
 TOTAL 387.30

ROUTE CODE ENCODE CPH AIRLINE CODE 4 C13 5823531445 6 0

(ROOM)	(LAST)	(NAME)	(FIRST)	(RATE-OUT DATE)
TIME ARR. DATE T A X R CR NR				
ROOM CLERK				

MEMO	DATE	EXPLANATION	CHARGES	CREDITS	BALANCE DUE	PICK-UP	ROOM NO.
1	10/21-75	ROOM	19.00				AN-107
2	10/21-75	TAX	1.16				AN-107
3	10/21-75	TAX	0.38		20.54		AN-107
4							
5							
6							
7							
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23							
24							

Thank You For
Your Patronage

ALL ROOM RATES SUBJECT TO ADDITIONAL 6.1% CHARGE TO COVER ILLINOIS HOTEL OPERATORS' OCCUPATION TAX AND CHICAGO HOTEL OPERATORS' TAX, AS WELL AS A 2% CHICAGO HOTEL ACCOMMODATIONS TAX IMPOSED BY THE CITY OF CHICAGO.
A HOTEL SURCHARGE HAS BEEN ADDED TO THE TELEPHONE COMPANY CHARGES FOR LOCAL AND INTRA-STATE CALLS.

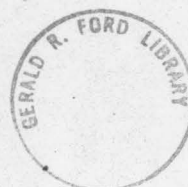
GUEST SIGNATURE _____

FIRM _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

THE PALMER HOUSE
CHICAGO, IL. 60690

442264



5691724

02/76-BAC

FERNANDO E C DEBACA

HILTON INN
8272760904 SAN
4604902272 DIEGO 11 24 76
5040206047 CA

16 *James P. Lee*
SALES CONFIRMED AND DRAFT ACCEPTED PURCHASER/AcCEPTOR
SIGN HERE ☒ 

P
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A
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R

M
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M
B
E
R

SALES DRAFT

DEPT

SALES NO	
----------	--

INITIALS

SEND

TABLE

CUA

CLASS

DESCRIPTION

UNIT COST

AMOUNT

DATE _____

AUTHORIZATION CODE

SUB
TOTAL

TAX

TOTAL

35/19

25 DAYS FROM DEMAND PURCHASER-ACCEPTOR SHALL PAY TO BANK OF AMERICA NT & SA. OR ORDER, THE SUM AS SHOWN ABOVE. UNIT COST INCLUDES ALL MOTOR VEHICLE FUEL TAXES WHERE APPLICABLE.

POSSESSION OF THIS INSTRUMENT CREATES NO PRESUMPTION OF PAYMENT.

Please RETAIN THIS COPY FOR STATEMENT VERIFICATION AND FOR TAX RECORDS. Thank You

©BANKAMERICA SERVICE CORPORATION 1962-1974

ROOM	LAST	(NAME)	FIRST	INITIAL	RATE	DATE
CITY		STATE				
		P.	C.	R.	N.	R.
MEMO.	DATE	EXPLANATION	CHARGES	CREDITS	BAL. DUE	
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
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	22					
	23					
	24					

Rates do not include applicable Sales, Occupational, or other taxes

GUEST
ACCOUNT

WE HOPE TO HAVE THE PLEASURE OF SERVING YOU AGAIN HERE, AS WELL AS IN OTHER HILTON HOTELS.

The Hilton Inn
SAN DIEGO, CA.

TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT
Executive Office of The President, The White House

VOUCHER NO.

PAYEE'S NAME

SCHEDULE NO.

Fernando E. C. De Baca

MAILING ADDRESS (including ZIP Code)

PAID BY

1255 New Hampshire Avenue, N. W. - Apt. 1015
Washington, D. C. 20036

OFFICIAL DUTY STATION

RESIDENCE

Washington, D. C.

Washington, D. C.

FOR TRAVEL AND OTHER EXPENSES

TRAVEL ADVANCE

CHECK NO.

FROM (DATE)
10/09/75

TO (DATE)
10/22/75

Outstanding

\$ -0-

APPLICABLE TRAVEL AUTHORIZATION(S)
NO. DATE

Amount to be applied

-0-

CASH PAYMENT OF \$

RECEIVED (DATE)

Balance to remain
outstanding

\$ -0-

(Signature of Payee)

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
GRF0592857	378.10	AA	Y	10/9	Washington, D. C.	Los Angeles (via Chicago)
					and return	

** Certified correct. Payment or credit has not been received.

November 17, 1975
(Date)

Fernando E. C. De Baca
(Signature of Payee)

AMOUNT
CLAIMED

Dollars

Cts

Approved. Long distance telephone calls are certified as necessary in the
interest of the Government.

DIFFERENCES:

(Date)

*** (Approving Officer)

NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY
VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)

Total verified correct for charge to appropriation (s)
(initials)

Certified correct and proper for payment:

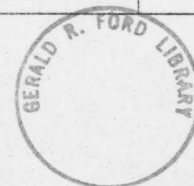
Applied to travel advance (appropriation symbol)

(Date)

(Authorized Certifying Officer)

NET TO
TRAVELER

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, id. 1001).

*** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

DEPARTURE FROM OFFICIAL STATION (DATE) (HOUR) TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD (LOCATION) (DATE OF ARRIVAL)

DATE	NATURE OF EXPENSE*	AUTHORIZED MILEAGE RATE		AMOUNT CLAIMED		
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER
1975						
10/09	Taxi from residence to Washington National Airport 6:30 AM					4 50
	Lv: Washington, D. C. (AA/563/181) 7:30 AM					
	Ar: Los Angeles, Ca. 11:05 AM					
	Lv: Los Angeles, Ca. 12:30 PM					
	Ar: San Bernardino, Ca. 2:00 PM					
10/10	Lv: San Bernardino, Ca. 11:15 AM					
	Ar: Fresno, Ca. 1:35 PM					
	Lv: Fresno, Ca. 5:35 PM					
	Ar: San Bernardino/Ontario, Ca. 8:10 PM					
10/11	Lv: Ontario, Ca. (via Dallas, Texas) 7:40 AM					
	Ar: Waco, Texas 2:30 PM					
10/12	Lv: Waco, Texas 6:05 PM					
	Ar: Dallas, Texas 7:50 PM					
10/13	Lv: Dallas, Texas 9:20 PM					
	Ar: Albuquerque, NM 9:47 PM					
	(Note: On sick leave 10:00 PM 10/13 - 4:00 PM 10/18 - no PD)					
10/18	Lv. Albuquerque, NM 4:55 PM					
	Ar: San Francisco, Ca. 6:05 PM					
10/19	Lv: San Francisco, Ca. via rental car (invoice lost; to be duplicated by Budget Rent-a-Car, San Francisco, Invoice #1775500) 11:30 AM					81 02
	Ar: Los Banos, Ca. 2:00 PM					
	Lv: Los Banos, Ca. 5:30 PM					
	Ar: Los Angeles, Ca. 10:25 PM					
10/20	Lv: Los Angeles, Ca. 1:20 PM					
	Ar: Anaheim, Ca. 3:00 PM					
	Parking					2 00
	Lv: Anaheim, Ca. 5:45 PM					
	Ar: Pico Rivera, Ca. 6:50 PM					
10/21	Lv: Pico Rivera, Ca. 10:00 AM					
	Ar: Los Angeles, Ca. 11:05 AM					
	Lv: Los Angeles, Ca. 10:00 PM					
10/22	Ar: Washington, D. C. 7:04 AM					
	Limo-taxi from Washington Dulles Airport to residence 8:45 AM					3 75
	Airline tickets 10/13 Texas International Airlines - Dallas to Albuquerque (continued.)					61 37

Grand total to face of voucher (Subtotals to be carried forward if necessary)

☆U.S. Government Printing Office: 1974 0-551-378

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

TRAVEL VOUCHER—CONTINUATION SHEET
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

Payee's Name FERNANDO E. C. DE BACA

DATE 19 <u>75</u>	NATURE OF EXPENSE	AUTHORIZED MILEAGE		AMOUNT CLAIMED		
		RATE _____¢				
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER
	Brought forward					
	(Airlines tickets, continued)					
	10/18 Continental Airlines - Albuquerque to San Francisco to Washington, D. C. (reissue)					111.00
	Lodging expenses:					
10/09	San Bernardino, California 15.90					
10/10	San Bernardino, Ca. 15.90					
10/11	Waco, Texas 15.75					
10/12	Dallas, Texas 11.66					
	10/13 - 10/17 no per diem claimed					
10/18	San Francisco, Ca. 28.62					
10/19	Hollywood, Ca. 15.37					
10/20	Los Angeles, Ca. 54.06					
	(NOTE: receipts for San Bernardino and Waco lodging are missing; others attached)					
	(Note: The rental car procured in San Francisco on the 19th was driven to Los Banos, to Los Angeles, to Anaheim, to Pico Rivera, and back to Los Angeles on the 21st when the traveler boarded plane to return to Washington.)					

REMARKS

2:00 p.m. C/O C.
No charge

MEMO	DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE	PICK UP
	OCT 20		51.00			
	OCT 20		3.00		* 54.06 *	** 54.06
	OCT 21		1.11		* 55.17	



I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay any part or full amount of these charges. I/We agree to pay attorney fees and costs in the event legal action is instituted to enforce the terms herein. All charges will be paid within 30 days of check out.

Continued

X Samuel D. J.
Guest Signature

Guest Signature _____

Firm

Street

City & State

The Ambassador
HOTEL AND HEALTH SPA
3400 WILSHIRE BLVD., LOS ANGELES, CALIF. 90010

ROOM	NAME		FOLIO #	FOLIO NO.
RATE	ADDRESS		TO	
NO. PARTY	CITY & STATE		CHARGE TO	
YEAR	CARD OR CHECK ACCT. #	CARD/CHECK ISSUED BY	CREDIT	
197			CITY & STATE	
			GUEST PAYMENT PREFERENCE	
			☐ CASH ☐ CREDIT CARD ☐ OTHER	

1		1
2		2
3		3
4		4
5		5
6		6
7		7
8		8
9		9
10		10
11		11
12		12
13		13
14		14
15		15
16		16
17		17
18		18
19		19
20		20
21		21
22		22
23		23
24		24
25		25

RESERVE AHEAD FOR ANY TRAVELODGE - CALL TOLL-FREE (800) 255-3050



ROOM NO.	NAME	IN	OUT	RATE
				TEL. METER
CITY	STATE		OUT	
CLERK	STREET ADDRESS		IN	
CORP. AFFILIATE				DIFF.

DATE	REFERENCE	CHARGE	CREDITS	BALANCE	PREVIOUS BALANCE PICK-UP
OCT 12 TH	ROOM 212	11.00			
OCT 12 TH	TAX 212	.66		* 11.66	

REMARKS

GUEST SIGNATURE *[Signature]*
 CHARGE TO _____
 STREET _____
 CITY/STATE _____
 C.C. NO. _____ OK BY _____

LICENSE PLATE NO. _____
 DRIVER'S LICENSE NO. _____



DEBACH MR FERNANDO

WHITE HOUSE
WASHINGTON DC

ITEM	DATE	TIME	CSR	VOUCHER	ACCOUNT	ACCOUNT NAME	AMOUNT
1	OCT-18			ROOM			24.00
2	OCT-18			RM TAX			1.02
3	OCT-19	9:13A	31 1		TLD001 LONG DIST		2.55
4	OCT-19	9:57A	31 1		TLD001 LONG DIST		2.28
TOTAL							33.45
PAID BANKAMICRD							33.45

21 09:57 AM OCT 19 '75
2 22 GOVT BUIL



Holiday Inn Golden Gateway

1500 VAN NESS AVE.
SAN FRANCISCO, CALIF. 94109
(415) 441-4000

GUESTS' SIGNATURE		
CHARGE TO		
ADDRESS		
CITY	STATE	ZIP

GREYHOUND AIRPORT SERVICE

Washington National Airport

Washington, D. C. 20001

RECEIVED FROM:

NAME

Fernando E.C. De Baca

TRANSPORTATION TO

Downtown Washington, D.C.

DATE

10/22

19

75

GREYHOUND AIRPORT SERVICE, DRIVER

I ACKNOWLEDGE RECEIPT OF TICKET(S) AND/OR COUPONS FOR RELATED CHARGES DESCRIBED HEREON. PAYMENT IN FULL TO BE MADE WHEN BILLED OR IN EXTENDED PAYMENTS IN ACCORDANCE WITH STANDARD POLICY OF COMPANY ISSUING CARD AND AS REFLECTED IN APPLICABLE TARIFFS.

X *[Signature]*

UNIVERSAL CREDIT CARD CHARGE FORM

CONTINENTAL AIRLINES, INC. 005

1. CARDHOLDER COPY

IF EXTENDED PAYMENT DESIRED, CIRCLE NO. OF MONTHS

DATE OF ISSUE

3 6 9 12

DATE AND PLACE OF ISSUE

NAME OF PASSENGER IF OTHER THAN CARDHOLDER

OTATO NO.

CONNECTION OF PASSENGER WITH SUBSCRIBER

APPROVAL CODE

COMPLETE ROUTING

FARE BASIS

CARRIER

TICKETS NOT TRANSFERABLE
NO CASH REFUNDS

3A

AIRLINE FORM SERIAL NO.

CREDIT CARD NAME/CODE
FORM OF CREDIT

AA-SEA

LAX
DCA

ALC

CO
AA

0054300406413

4019 121 736 587

EXP. DATE

02/76*BAC

ERNANDO E C DE BACA

FARE
TAX
TOTAL
AMT. PAID

111.00

STORAGE RECEIPT

LOS ANGELES INTERNATIONAL AIRPORT

21 OCT 25

Out

Paid

200

Initial

AMPCO AUTO PARKS INC.

AIRPORT STATION • BOX 90662 • LOS ANGELES 90009

080 560 712 4 200A)

VALID 06/75 THRU 05/76 65
FERNANDO E C DEBACA 2928
BANK OF NEW MEXICO

TRAVELODGE
INTERNATIONAL INC.

VRMT SNST T/LCC
7052700009 HLL 10 19 75
7704908319 WOOD
7040502387 CA

CC TYPE
AUTHORIZATION
CODE
DATE
CHARGE
AMOUNT
REMARKS

TERMS PAYABLE WITHOUT DISCOUNT UPON RECEIPT OF MONTHLY STATEMENT. PRICE AND AMOUNT INCLUDE ALL APPLICABLE FEDERAL STATE AND LOCAL TAXES

3 - GUEST COPY

NOTICE TO BUYER: Do not sign before reading this agreement or if any spaces intended for agreed terms are left blank. Retain this copy.

Cardholder agrees to pay to the issuer of the presented credit card the herein stated charges in accordance with the agreement between cardholder and said issuer.

TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT The Executive Office of the President, White House		VOUCHER NO.
PAYEE'S NAME Fernando E. C. De Baca		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) 1255 New Hampshire Ave., N. W., Apt. 1015 Washington, D. C. 20036		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.	
FOR TRAVEL AND OTHER EXPENSES		CHECK NO.
FROM (DATE) 9/5/75	TO (DATE) 9/7/75	Outstanding \$ 0
APPLICABLE TRAVEL AUTHORIZATION(S) NO. DATE		CASH PAYMENT OF \$ RECEIVED (DATE)
		Amount to be applied 0
		Balance to remain outstanding \$ 0
		(Signature of Payee)

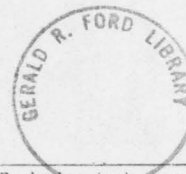
TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
GTR FO-592- 328 (Copy att.)	261.10	TWA	Y	9/5	Washington, D. C.	Albuquerque, N. M.
					(including Dallas, Texas)	
					and return	
(Note: This ticket was reissued to exclude Dallas Copy attached)	130.73	TWA	Y	9/5	Washington, D. C.	Albuquerque, N. M.
					and return	

** Certified correct. Payment or credit has not been received.

October 2, 1975 (Date)	<i>Fernando E. C. De Baca</i> (Signature of Payee)	AMOUNT CLAIMED	Dollars	Cts
Approved. Long distance telephone calls are certified as necessary in the interest of the Government.		DIFFERENCES:		
(Date)	*** (Approving Officer)			
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY		Total verified correct for charge to appropriation(s)		
VOUCHER NO.	D.O. SYMBOL	(initials)		
	DATE (MONTH-YEAR)	Applied to travel advance (appropriation symbol)		
Certified correct and proper for payment:				
(Date)	(Authorized Certifying Officer)	NET TO TRAVELER		

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth, LB-UB, lower and upper berth; S, seat.
 ** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, *id.* 1001).
 *** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).

PREVIOUS TEMPORARY DUTY (Complete these blocks only, if in travel status immediately prior to period covered by this voucher and if administratively required)

[illegible]

GERALD R. FORD LIBRARY

LOCAL PHONE CALLS							
ROOM	LAST NAME	FIRST	INITIAL	RATE	OUT		
2-9	Wendy			16.43	7		
ADDRESS				IN	5		
CITY-STATE				METER	43091		
				ROOM CLERK	BNC		



DATE	REFERENCE	CHARGES	CREDITS	BALANCE	PICKUP
9-5	Rm	15.50			
	TY	93	+	16.43	
9-6	Rm	15.50			
	TX	93		32.86	
9/7	pd.		32.86	0	

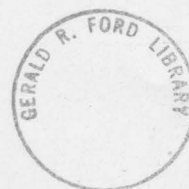
TELEPHONE CHARGES
INCLUDE FEDERAL TAX

PAY LAST AMOUNT SHOWN



RINGONADA INNS OF AMERICA, INC.

- ☐ DESERT INN 311 OLD SANTA FE TRAIL SANTA FE, N.M. 87501
- ☐ DESERT INN 918 CENTRAL S.W. ALBUQUERQUE, N.M. 87101
- ☐ EL CAMINO 6801 4th N.W. ALBUQUERQUE, N.M. 87107
- ☐ DESERT SANDS 5000 CENTRAL AVE. S.E. ALBUQUERQUE, N.M. 87103



TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT <u>The Executive Office of the President, White House</u>		VOUCHER NO.
PAYEE'S NAME <u>Fernando E. C. De Baca</u>		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) <u>1255 New Hampshire Avenue, N. W. Apt. 1015</u> <u>Washington, D. C. 20036</u>		PAID BY
OFFICIAL DUTY STATION <u>Washington, D. C.</u>	RESIDENCE <u>Washington, D. C.</u>	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) <u>9/13/75</u> TO (DATE) <u>9/17/75</u>	TRAVEL ADVANCE Outstanding \$	CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO. DATE	Amount to be applied	CASH PAYMENT OF \$
	Balance to remain outstanding \$	RECEIVED (DATE)
		(Signature of Payee)

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
F 0592845 (copy GTR ticket attac.)	499.81	UAL	F	9/12	Washington, D. C. and return	Midland, Texas San Francisco, California

** Certified correct. Payment or credit has not been received.

October 2, 1975
(Date)

Fernando E. C. De Baca
(Signature of Payee)

AMOUNT
CLAIMED

Dollars Cts

Approved. Long distance telephone calls are certified as necessary in the interest of the Government.

DIFFERENCES:

(Date)

*** (Approving Officer)

NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY
VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)

Total verified correct for charge to appropriation(s)
(initials)

Certified correct and proper for payment:

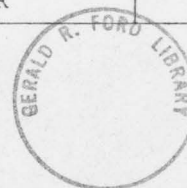
Applied to travel advance (appropriation symbol)

(Date)

(Authorized Certifying Officer)

NET TO
TRAVELER

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.
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SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

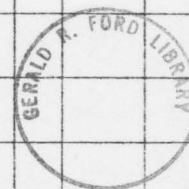
PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

DEPARTURE FROM OFFICIAL STATION
(DATE) (HOUR)

TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD
(LOCATION) (DATE OF ARRIVAL)

DATE 19 <u>75</u>	NATURE OF EXPENSE*	AUTHORIZED MILEAGE RATE _____ c		AMOUNT CLAIMED			
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER	
9/13	Depart residence limo/taxi 7:05 AM to Washington Dulles Airport					4	75
	Lv: Washington, D. C. 9:05 AM						
	Ar: Midland, Texas 2:13 PM						
	Avis rental car from airport to and from Midland County Fairgrounds						
	for Fiesta presentation 6:20-9:40 PM (Receipt attached)					10	57
9/14	Lv: Midland, Texas						
	Ar: San Francisco, Ca.						
	Taxi from hotel to Hyatt Union Square and return					2	50
	Taxi from hotel to Dolores Mission and return					4	20
	Taxi from hotel to Hyatt Regency Hotel and return					2	80
9/16	Lv: San Francisco 11:00 PM						
	Ar: Washington, D. C. 6:55 AM						
	Limo/taxi from Washington Dulles Airport to residence, arriving 9:00 AM					4	75
	(receipt attached)						
9/13	Lodging (bill attached) \$11.66						
9/14	" " 19.08						
9/15	" (" ") 19.08						
9/16	(Enroute to Washington, D. C.)-0-						
9/15	Phone call to White House Operator (AM) -(receipts attached) from San Francisco					4	20
9/15	Phone call to San Diego to cancel appearance & visit					2	14
9/16	Phone call to White House Office from San Francisco					3	28
9/13	Avis commercial rental car (GSA rate - receipt attached)					10	57
	4-1/4 days per diem @ \$						
	REFUNDS: 9/13 Downgrade F to Y (receipt attached)						
	9/16 Cancellation San Diego/San Francisco (receipt attached)						

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)



*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

Issued By SOLD SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON

PASSENGER TICKET
AND BAGGAGE CHECK
PASSENGER'S COUPON

5823531655

DATE AND PLACE OF ISSUE

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

NAME OF PASSENGER

NOT TRANSFERABLE

ORIGIN

DESTINATION

1	2	3	4	ORIGINALLY ISSUED AGAINST BY AGENTS NUMERIC CODE	AT	ON DATE	YR
1	2	3	4	TICKET DESIGNATOR & TOUR CODE	THIS TICKET ISSUED IN EXCHANGE FOR		

NOT GOOD FOR PASSAGE

FARE BASIS

ALLOW

CARRIER

FLIGHT/CLASS

DATE

TIME

STATUS

Agent

CONJUNCTION TICKET(S)

FORM OF PAYMENT

ENDORSEMENTS (Carbon)

FARE

CP

TOTAL

CT

ROUTE CODE

WT

WT

WT

WT

WT

WT

WT

WT

WT

WT

WT

WT

TAX

36

EQUV.

AD

C16

5823531655 4

TICKET REFUND APPLICATION

VALIDATE

BRANIFF AIRWAYS, INC.
P. O. BOX 35001 — RM. A-117
DALLAS, TEXAS 75235

AGENT

NAME

DEBACA, F

ADDRESS

WHITEHOUSE
WASHINGTON

PASSENGER'S NAME

IF FLIGHT COUPON LIFTED BY
ANOTHER STATION, SPECIFY STATION

DATE

FLIGHT

VOLUNTARY ☐
INVOLUNTARY ☐

COMPLETE TICKET NO.

016 5823 531 655

FORM OF PAYMENT

CASH ☐ CHECK ☐

OTHER ☒

GTR (INDICATE)

REMARKS

GTR F05928/45

REASON FOR REFUND — CHECK ONE

- ☐ UNUSED TICKET FROM _____ TO _____
- ☐ REISSUE DUE TO REROUTE FROM _____ TO _____
- ☒ CHANGE IN CLASS OF SERVICE FROM F TO Y
- ☐ FULL FARE TICKET — USED FAMILY PLAN
- ☐ OTHER _____

FOR ACCTG. USE ONLY

FARE

TAX

OTHER

TOTAL

BY _____ DATE _____

☒ VOLUNTARY ☐ INVOLUNTARY

☒ UNUSED TRANSPORTATION (ATTACHED)

☐ FARE BASIS ADJUST FROM _____ TO _____ CLASS CLASS

☐ OTHER

United Airlines

REFUND APPLICATION & RECEIPT

DATE & PLACE OF ISSUE

PASSENGER COPY

ORIGINAL TICKET NO (S) - IF EXCHANGE INVOLVED

016 5823 531 655

FOR ADDITIONAL INFORMATION WRITE:

UNITED AIRLINES
ACCTS. REC. & REFUND MGR.
P.O. BOX 68100
CHICAGO, ILLINOIS 60668

AGENT G.T.

NAME OF CREDIT CARD COMPANY (OR CODE)

IMPRINT/WRITE COMPLETE FORM OF PAYMENT INFORMATION

TICKETS AND PASSENGER'S NAME

SEGMENTS AFFECTED

AMOUNT CREDITED

AIRLINE FORM SERIAL CPN

FROM

FARE

DATE SOLD PASSENGER'S NAME

TO

TAX

AIRLINE FORM SERIAL CPN

FROM

FARE

DATE SOLD PASSENGER'S NAME

TO

TAX

CURRENCY OF TICKETOR EXCHANGE RATE

AMOUNT IN CONTRACTORS

TOTAL AMOUNT - SUBJECT TO AUDIT

FERMINO DEBACA
Go to the White House ofc
WASHINGTON DC
receipt

(1) 776571880
AVIS RENT A CAR
P.O. BOX 6038
MIDLAND AIR TERMINAL
MIDLAND, TX 79784
913-363-8910

MINIMUM CHARGE - ONE DAY PLUS MILEAGE

(2) R/A NUMBER 776571880	(3) CHECK-OUT LOC 1181	(4) CAR NUMBER 111032	(5) OWNING LOC 8323	(6) CHECK-IN LOCATION 1181	AMOUNT DUE (50) 10.57
(7) VEHICLE DESCRIPTION STL CHEV NO 2HT		(8) LICENSE PLATE NUMBER TXGZA801	(9) RETURN LOCATION NAME MIDLAND APO TX		(10) RETURN TIME & DATE 13SEP75
(11)			(52) AUTHORIZATION NUMBER OUT		(53) AUTHORIZATION NUMBER IN

4019 121 736 587

02/76-BAC

FERNANDO E C DEBACA

(12) OTHER
MAN/MINIMUM

(13) DRIVERS LICENSE NUMBER
COJ48196

(14) LOCAL CONTACT/ADDITIONAL INFORMATION

(15) AID # (15A) REMARKS

CUSTOMER IS LIABLE FOR ALL GAS NOT INCL. IN SPECIFIC VIOLATIONS

(16) RENTAL WILL BE PAID BY
CV
CA4019121736587
FERNANDO, E
2938 CALIFORNIA ST
DENVER, CO, 80009

(54) CAR EXCHANGE RA NUMBER(S)	(55) CAR EXCHANGE CAR NUMBER(S)
(54A)	(55A)
GAS OUT ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F	GAS IN ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F
BENEFICIARY (IF NONE STATED, PAY ESTATE OF INSURED) RELATIONSHIP	

(17) I HAVE READ THE TERMS AND CONDITIONS ON BOTH SIDES OF THIS RENTAL AGREEMENT AND AGREE TO THE TO

IF THIS RENTAL IS TO BE CHARGED TO ANY CREDIT CLUB THE ABOVE SIGNATURE IS DEEMED TO HAVE BEEN MADE ON THE APPLICABLE CREDIT CLUB VOUCHER OR SALES SLIP.

(18) CORRECT BILLING NAME AND ADDRESS

CLUB BILLING

								SPECIAL DOCUMENT NUMBER
--	--	--	--	--	--	--	--	-------------------------

RENTAL SUBJECT TO ADDITIONAL FEE IF CAR NOT RETURNED TO DESIGNATED CITY.

WHILE ON THE ROAD

OBTAIN RECEIPT FOR ALL REIMBURSABLE EXPENSES (GAS, etc.) AND PRESENT WITH THIS COPY AT CHECK-IN. REPORT ACCIDENTS IMMEDIATELY TO LOCAL POLICE AND CALL RENTING AVIS STATION COLLECT. IF DELAYED IN RETURNING CAR PLEASE CALL RENTING AVIS STATION COLLECT.

F-19 (REV. 3-75)

AVIS RENT A CAR SYSTEM, INC. PAGE 2

THIS IS NOT YOUR BILL

PREPAYMENT/CUSTOMER'S MEMO

MILEAGE DETERMINED BY READING FACTORY INSTALLED ODOMETER		(20) TIME OUT 3 HR
(21) MILES IN 12917	(22) TIME IN 13SEP75 2141	
(23) MILES OUT 12890	(24) TIME OUT 13SEP75/1821	
(25) MILES DRIVEN 27	(26) HOURS 3.00	(27) DAYS 10.00
(28) WEEKS 65.00	(29)	
(30) MINIMUM/MAN	(31) ADJUSTMENTS	10.00
(32) TOTAL LINES (25 THRU 31)	(33) YES TA COM	12.70
(34) TIME AND MILEAGE CHARGE	(35) INTER-CITY FEE	2.54
(36) MISCELLANEOUS	(37) GAS TO FILL (TAXABLE)	10.16
(38) PER DAY	(39) SUB TOTAL	
(40) TAX OR SURCHARGE	(41) GAS TO FILL (NON-TAXABLE)	10.16
(42) PER DAY	(43) TOTAL CHARGE	4.00
(44) LESS GAS ETC.	(45) NET CHARGE	.41
(46) CV CASH CENT CLUB DIRECT BILL	(47) CASH REFUND RECEIVED	10.57
(48) OUT BY NUMBER 40008	(49) IN BY NUMBER 40008	1181
(51) INTERCITY SPLIT 0 2 4	(52) RENTAL AGREEMENT NO. 776571380	776571880



GREYHOUND AIRPORT SERVICE

Washington National Airport

Washington, D. C. 20001

RECEIVED FROM:

NAME

TRANSPORTATION TO

DATE

24 HOUR PICKUP SERVICE

393-3060

GREYHOUND AIRPORT SERVICE, DRIVER

+ cab 1.00
\$39.50

9/17 19 25
J. J. J. J. J.

ROOM NO.	NAME	IN	OUT	RATE
		TEL. METER		
CITY	STATE	OUT		
CLERK	STREET ADDRESS	IN		
CORP. AFFILIATE		DIFF.		

DATE	REFERENCE	CHARGES	CREDITS	BALANCE	PREVIOUS BALANCE PICK UP
SEP 14 th	ROOM 219	C * 11.00			
SEP 14 th	TAX 219	C * .66		* 11.66	



REMARKS

GUEST SIGNATURE *[Signature]*

CHARGE TO _____

STREET _____

CITY STATE _____

C.C. NO. _____ O.K. BY _____

LICENSE PLATE NO. _____

DRIVER'S LICENSE NO. _____

739 DE BACA, DR FERNANDO 1/18 1-17
 NO. PER. ADDRESS IN DATE
 EXECUTIVE OFF BLDG 1-15
 APP. CITY - STATE CLERK
 WASHINGTON, D C MD
 FIRM NAME
 ADDRESS WHITE HOUSE CITY - STATE ZIP

058866



					BALANCE	PICK-UP
MEMO	DATE	SYMBOLS	CHARGES	CREDITS		
	15	ROOM	7.00		* 4.20	* 4.20
	16		7.00		* 6.34	* 6.34
	17		7.00		* 23.19	* 23.19
	18		7.00		* 45.57	* 45.57
	19		7.00		* 49.85	* 49.85
	20		7.00		* 50.17	

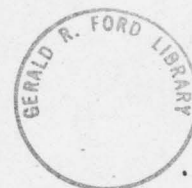
4019 121 PSA Hotel
 San Franciscan
 FERNANDO F. G. DE BACA
 PSA Hotel San Franciscan, 1231 Market at Civic Center
 San Francisco, California 94103 (415) 626-8000
 SAN FRANCISCO



PLEASE PAY LAST AMOUNT SHOWN
 I AGREE TO ASSUME PERSONAL
 LIABILITY FOR THE ABOVE AMOUNT.

X _____
 SIGNATURE

Thank You



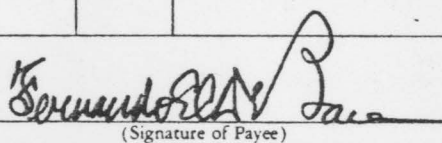
TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT The Executive Office of the President, The White House		VOUCHER NO.
PAYEE'S NAME Fernando E. C. De Baca		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) 1255 New Hampshire Avenue, N. W. #1015 Washington, D. C. 20036		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 7/31/75	TO (DATE) 8/1/75	CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO.	DATE	CASH PAYMENT OF \$ RECEIVED (DATE)
TRAVEL ADVANCE Outstanding \$		(Signature of Payee)
Amount to be applied		
Balance to remain outstanding \$		

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
GTR F0592765	\$152	EAL	Y	7/30	Washington, D. C.	Tampa Florida
					and return	

** Certified correct. Payment or credit has not been received.

September 4, 1975
(Date)

(Signature of Payee)
AMOUNT
CLAIMED

Dollars Cts

Approved. Long distance telephone calls are certified as necessary in the interest of the Government.

DIFFERENCES:

 (Date) *** (Approving Officer)
 NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY
 VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)

Certified correct and proper for payment:

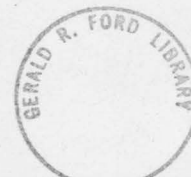
 Total verified correct for charge to appropriation (s)
 (initials)
 Applied to travel advance (appropriation symbol)

(Date)

(Authorized Certifying Officer)

NET TO
TRAVELER

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

 ** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; *id.* 1001).

*** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

[illegible]

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT The Executive Office of the President, The White House		VOUCHER NO.
PAYEE'S NAME Fernando E. C. De Baca		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) 1255 New Hampshire Avenue, N. W. #1015 Washington, D. C. 20036		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) TO (DATE) 8/21/75 8/23/75		CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO. DATE		CASH PAYMENT OF \$
TRAVEL ADVANCE Outstanding \$-0-		RECEIVED (DATE)
Amount to be applied		
Balance to remain outstanding \$-0-		(Signature of Payee)

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
GRF 0592799 (copy of ticket attached)	346.74	UAL	Y	8/20	Washington, D. C.	Los Angeles, Ca. and return

** Certified correct. Payment or credit has not been received.

September 4, 1975
(Date)

Fernando E. C. De Baca
(Signature of Payee)

AMOUNT CLAIMED	Dollars	Cts

Approved. Long distance telephone calls are certified as necessary in the interest of the Government.

DIFFERENCES:

(Date) *** (Approving Officer)
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY
VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)

Total verified correct for charge to appropriation(s)
(initials)

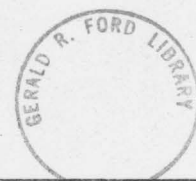
Certified correct and proper for payment:

Applied to travel advance (appropriation symbol)

(Date) (Authorized Certifying Officer)

NET TO
TRAVELER

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

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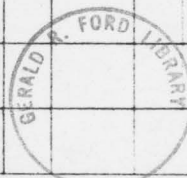
*** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this number and if administratively required)

DATE 19 <u>75</u>	NATURE OF EXPENSE*	AUTHORIZED MILEAGE RATE _____¢		AMOUNT CLAIMED			
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER	
8/21	Depart residence for National Airport via taxi 8:45 PM					4	50
	Leave Washington, D. C. 10:00 PM						
8/22	Arrive Los Angeles, Ca. 1:55 AM						
	Taxi from Los Angeles International Airport to Ambassador Hotel					11	50
	Staff car from Ambassador Hotel to El Monte, Ca. and return						
8/23	Taxi from Ambassador Hotel to Los Angeles International Airport (receipt attached)					11	85
	Leave Los Angeles, Ca. 12:45 PM						
	Arrive Washington, D. C. 8:40 PM						
	Limo/taxi Dulles Airport to residence 10:00 PM					4	75
	Lodging Expenses:						
	8/21 Los Angeles, Ca. \$25.50						
	8/22 Los Angeles 25.50						
	(receipt attached)						
8/23	Official Long Distance Telephone calls-- Los Angeles to White House operator					2	70
	Los Angeles to San Diego Chicano Federation					1	60
	Per diem - 2-1/4 days @ \$33 per day				74	25	

☆U.S. Government Printing Office: 1974 0-551-378

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).



If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

NAME OF PASSENGER

NOT TRANSFERABLE

DEBACA/F

1	2	3	4	ORIGINALLY ISSUED AGAINST BY AGENTS NUMERIC CODE	AT	ON DATE	YR
1	2	3	4	TICKET DESIGNATOR & TOUR CODE	THIS TICKET ISSUED IN EXCHANGE FOR		

NOT GOOD FOR PASSAGE		FARE BASIS	ALLOW	CARRIER	FLIGHT/CLASS	DATE	TIME	STATUS
FROM	VOID					VOID		
TO	VOID					VOID		
TO	WAS/DILLES	Y		UA	5501AUG 82			
TO	LOS ANGELES	Y		UA	54723AUG 12			
TO	WAS/DILLES							

FARE	CV	TOTAL	CV	ROUTE CODE	ENCODE	CPN	AIRLINE CODE	FORM AND SERIAL NUMBER	CK
321.00		346.78						5823151359 4	
TAX	CV								
EQUIV	CV								

Handwritten notes and stamps, including a large circular stamp with the number 104.

RECEIPT

DATE Jan 8-23
 AMOUNT 1185
 FROM 9300 Sunset
 TO La. Airport
 DRIVER #46 Joe

4019 121 736 587

02/76*BAC

FERNANDO E C DEBACA

AMBASSADOR HTL
 8100540908 L A
 1404103937
 5040110710 CA

18 28 75

PURCHASER
 CHN
 AM
 EER
 MEMBER

SALES DRAFT

DEPT.		SALES NO.	INITIALS	SEND	TAKE
QUAN.	CLASS	DESCRIPTION	UNIT COST	AMOUNT	
DATE		AUTHORIZATION CODE		SUB TOTAL	
				TAX	
				TOTAL	55.17



25 DAYS FROM DEMAND PURCHASER-ACCEPTOR SHALL PAY TO BANK OF AMERICA NT & SA. OR ORDER, THE SUM AS SHOWN ABOVE. UNIT COST INCLUDES ALL MOTOR VEHICLE FUEL TAXES WHERE APPLICABLE.
 POSSESSION OF THIS INSTRUMENT CREATES NO PRESUMPTION OF PAYMENT.

SALES CONFIRMED AND DRAFT ACCEPTED PURCHASER/ACCEPTOR SIGN HERE X

© BANKAMERICA SERVICE CORPORATION 1962-1974

MEMBER COPY

TPL 820 REV 3/74

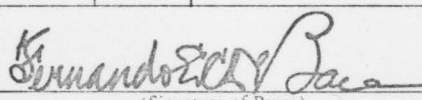
TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT Executive Office of the President, White House Off.		VOUCHER NO.
PAYEE'S NAME Fernando E. C. De Baca		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) 1255 New Hampshire Avenue, N. W. - Apt. 1015 Washington, D. C. 20036		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 8/7/75 TO (DATE) 8/13/75		CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO. DATE		CASH PAYMENT OF \$ RECEIVED (DATE)
TRAVEL ADVANCE Outstanding \$ Amount to be applied Balance to remain outstanding \$		(Signature of Payee)

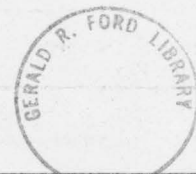
TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
GR F0592774 (receipt/copy attached)	334.10	TWA	Y	8/6	Washington, D. C. and return	Phoenix, Ariz. to Denver, Col.

** Certified correct. Payment or credit has not been received.

August 20, 1975 (Date)	 (Signature of Payee)	AMOUNT CLAIMED →	Dollars	Cts
Approved. Long distance telephone calls are certified as necessary in the interest of the Government.		DIFFERENCES:		
(Date)	*** (Approving Officer)			
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY VOUCHER NO.	D.O. SYMBOL	DATE (MONTH-YEAR)	Total verified correct for charge to appropriation(s) (initials)	
Certified correct and proper for payment:			Applied to travel advance (appropriation symbol)	
(Date)	(Authorized Certifying Officer)	NET TO TRAVELER →		

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.
** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; *id.* 1001).
*** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

DEPARTURE FROM OFFICIAL STATION (DATE)	TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD (LOCATION)	(HOUR)	(DATE OF ARRIVAL)
---	---	--------	-------------------

DATE 19 75	NATURE OF EXPENSE*	AUTHORIZED MILEAGE RATE 12¢		AMOUNT CLAIMED			
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER	
8/7	Leave residence 3:15 PM. Taxi/limo. to Airport					4	75
	Leave Washington (Dulles) 4:45 PM						
	Arrive Phoenix 5:27 PM						
	Rental car from Phoenix Airport to McCormick Ranch Inn, Scottsdale, Arizona and return to Phoenix Airport (receipt attached)					21	55
8/8	Leave Phoenix						
	Arrive Denver, Colorado						
	POA from Denver, Colorado to Cheyene, Wyoming and return to Denver, Colorado						
	Leave Denver	78,914					
	Arrive Cheyene	79,020	106	12	72		
8/11	Leave Cheyene	79,020					
	Arrive Denver	79,228	108	12	96		
	POA from Denver to Pueblo, Col. and return to Denver						
	Leave Denver	79,228					
	Arrive Pueblo	79,337	109	13	08		
8/13	Leave Pueblo	79,337					
	Arrive Denver	79,448	111	13	32		
	Leave Denver by plane 4:30 PM						
	Arrive Washington/Baltimore Airport 9:34 PM						
8/8	Meals (no receipts available)			10	00		
	Limo/taxi from Airport to residence					4	50
	From The McCormick Ranch Inn--						
8/8	Business telephone call					1	77
8/7	Receipt attached for Lodging at McCormick Ranch Inn, inc.	tax			36	40	
8/8	Lodging at Motel Cheyene, Wyoming inc. tax (receipt attached)				14	84	
8/11-13	Lodging at Ramada Inn, Pueblo, Col. inc. tax (receipt attached)			65	72		
	Meals at Ramada Inn, Pueblo, Col. inc. tax (receipt attached)			10	10		
8/10	Meals at Little America Motel in Cheyene inc. tax (receipt attac.)			9	42		
	Lodging at Little America Motel in Cheyene inc. tax (receipt attac.)						

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)

Issued By SOLD SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON

PASSENGER TICKET
AND BAGGAGE CHECK
PASSENGER'S COUPON

5823151185
DATE AND PLACE OF ISSUE

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

NAME OF PASSENGER

NOT TRANSFERABLE

ORIGIN
DESTINATION

1	2	3	4	ORIGINALLY ISSUED AGAINST BY AGENTS NUMERIC CODE	AT	ON DATE	YR
1	2	3	4	TICKET DESIGNATION & TOUR CODE	THIS TICKET ISSUED IN EXCHANGE FOR		

NOT GOOD FOR PASSAGE

FARE BASIS ALLOW CARRIER FLIGHT/CLASS DATE TIME STATUS

Agent
CONJUNCTION TICKET(S)

FROM	TO	FARE	UNCK	PCS	WT	UNCK	PCS	WT	UNCK	PCS	WT	UNCK	PCS	WT	FARE	GT
BAGGAGE CHECKED UNCKD																

FORM OF PAYMENT

ENDORSEMENTS (Carbon)

FARE	CV	TOTAL	CV	ROUTE CODE	ENCODE	CPN	AIRLINE CODE	FORM AND SERIAL NUMBER	CK
307.35								5823151185	5
TAX	CV								
EQUIV	CV								

5823151185 5.0

AT THE INN
McCormick
RANCH
SCOTTSDALE
ARIZONA

Please Pay Last Amount In This Column
Guest's Signature _____
Charge To _____
Address _____
ARIZONA

MEMO	DATE	REFERENCE	CHARGES	CREDITS	BALANCE	PICK-UP
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

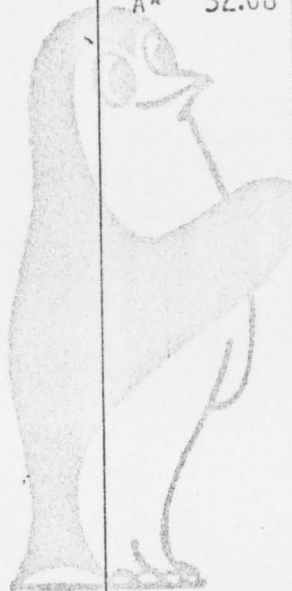
THE INN
McCormick RANCH
7401 NORTH SCOTTSDALE ROAD
SCOTTSDALE, ARIZONA 85253
(602) 948-5050

119 Delaney Building
1255 New Hampshire Ave NW 8/10 8/11
Washington DC
The White House

RB/jf

No. 38111

			BALANCE	PREVIOUS BALANCE
DATE	SYMBOLS	CHARGES	CREDITS	
AUG 10 th	C'SHOP 119	C* 9.42		C* 9.42
AUG 10 th	RM TX 119	C* 22.66		A* 32.08 *
AUG 11 th	CR'CO SD 119		A* 32.08	* .00



PLEASE PAY LAST AMOUNT SHOWN IN THIS COLUMN
STATEMENTS ARE RENDERED EVERY FIVE (5) DAYS—PAYABLE ON PRESENTATION



Holding's

LITTLE AMERICA

"A PROMISE KEPT, A DREAM COME TRUE"

PHONE 634-2771

JUNCTION I-80 & I-25

NAME	Fernando E. C. De Baca
STREET	1255 New Hampshire Ave N.W.
CITY AND STATE	Washington, D.C.
REPRESENTING	The White House
LIC. NO.	
MAKE	
OF CAR	
STATE	
ASK ABOUT ROYAL ADVANCE RESERVATIONS	Chapman, N.Y.C.
DATE	5/8/75
BALANCE FORWARD (1)	
ROOM RAT (2)	14 00 84
RM (3)	
TEL. & (4)	
VALET (5)	
MISC. (6)	
CO. (7)	
ADJ. & (8)	
CASH (9)	
BALANCE TOTAL (10)	14 84

MOTEL USE	ROOM 108
RATE	14 00
NO. GUESTS	2
ARR	8/8/75
DEP	8/9/75

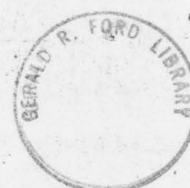
ROOM NO.	NAME	PTY. OF	DEP. DATE
264	DeBaca, Fernando E.C.	1	8/12/13
CITY, STATE, ZIP		ADD. DATE	
Washington D.C.		8/11	
STREET ADDRESS		RATE	
1255 New Hampshire Ave. N.W.		48.74	
REPRESENTING	CLERK	R C N R R	LOCAL CALLS
The White House			

No. 89073

Pueblo Colorado
Ramada Inn



DATE	REFERENCE	CHARGES	CREDITS	BALANCE	PICKUP
AUG 11 75	RESTR	264 B* 3.45			
AUG 11 75	GRA'TY	264 B* .50		* 3.95	C* 3.95
AUG 11 75	ROOM	264 C* 48.00			
AUG 11 75	TAX	264 C* 2.88		* 54.83 *	A* 54.83
AUG 12 75	R'BATE	264	A* 36.04	* 18.79	C* 18.79
AUG 12 75	ROOM	264 C* 14.00			
AUG 12 75	TAX	264 C* .84		* 33.63 *	A* 33.63
AUG 13 75	RESTR	264 A* 5.40			
AUG 13 75	GRA'TY	264 A* .75		* 39.78	A* 39.78
AUG 13 75	PAID	264	* 39.78	* .00	
TRANSFER TO CITY LEDGER				BALANCE DUE	



1024 SOUTH 24th STREET
P.O. BOX 20606
PHOENIX, ARIZONA 85036

NATIONAL CAR RENTAL Executive Offices

CITY NO.
80301

STA NO
00

R.A.
NO

P 109884 A

PHONE 275-4771

CAR CHECKED IN AT:

(05) CAR NO	(10) CITY	CAR WILL BE RETURNED TO:	(11) STATE	(04) ALTERNATE R.A. NO.	(36) CHECK IN CITY NO.	(37) STATION NO.
(06) CAR LIC. NO.	(07) STATE	(08) OWNING CITY NO.	(09) DATE	(12) MILEAGE DETERMINED BY READING FACTORY INSTALLED ODOMETER	(13) MILES IN	(14) MILES OUT
(15) A.M.	(16) P.M.	(17) TIME OUT	(18) A.M.	(19) P.M.	(20) MILES (41)	(21) @
(22) DAYS (42)	(23) @	(24) WEEKS (43)	(25) @	(26) HOURS (44)	(27) @	(28) SUB-TOTAL

BILLING INFORMATION ONLY	
4019 121 736 587	02/76-BAC
FERNANDO E C DEBACA	
(38) MILES IN	(39) MILES OUT
(40) MILES DRIVEN	(41) MILES (42) @
(43) DAYS (44) @	(45) WEEKS (46) @
(47) HOURS (48) @	(49) SUB-TOTAL
(50) TOTAL TIME AND MILEAGE OF MINIMUM CHARGE	(51) INTER-CITY FEE
(52) C. DAYS	(53) WEEKS
(54) SUB-TOTAL	(55) TAX
(56) TOTAL CHARGE	(57) LESS GAS
(58) PLUS GAS	(59) NET CHANGE

(60) NAME	(61) ADDRESS	(62) CITY	(63) STATE	(64) ZIP
(65) EXPIRATION DATE	(66) HOME PHONE NO.	(67) AREA	(68) NAME	(69) ADDRESS
(70) CITY	(71) STATE	(72) LOCAL ADDRESS	(73) PHONE NO.	(74) I HAVE READ THE TERMS AND CONDITIONS ON BOTH SIDES OF THIS RENTAL AGREEMENT AND AGREE THERETO.

(75) CASH	(76) COUPON	(77) N.D.R.	(78) GAS	(79) NO GAS
(80) GASOLINE QUANTITY	(81) IN	(82) E	(83) 1/2	(84) 3/4
(85) OUT	(86) E	(87) 1/2	(88) 3/4	(89) 1
(90) REFUND RECEIVED BY	(91) UNPREPARED BY	(92) CASH	(93) COUPON	(94) N.D.R.

(95) ORIGINAL DEPOSIT	(96) ADDITIONAL	(97) UNUSUED DEPOSIT	(98) GAS, ETC.
(99) TOTAL REFUND	(100) REFUND RECEIVED BY	(101) UNPREPARED BY	(102) CASH
(103) COUPON	(104) N.D.R.	(105) GAS	(106) NO GAS
(107) GASOLINE QUANTITY	(108) IN	(109) E	(110) 1/2
(111) OUT	(112) E	(113) 1/2	(114) 3/4

(115) AMOUNT DUE	(116) (U.S. \$)	(117) CASH	(118) COUPON
(119) CUSTOMER INITIALS	(120) DRIVER	(121) CASH	(122) COUPON
(123) TOTAL CHARGE	(124) LESS GAS	(125) PLUS GAS	(126) NET CHANGE
(127) SUB-TOTAL	(128) TAX	(129) TOTAL CHARGE	(130) LESS GAS

(131) MINIMUM RENTAL ONE DAY PLUS MILEAGE.	(132) INTER-CITY FEE MAY BE APPLIED IF VEHICLE IS NOT RETURNED TO LOCATION SPECIFIED ABOVE.
(133) CUSTOMER IS LIABLE FOR ALL PARKING AND TRAFFIC VIOLATIONS.	(134) INVOICE SUBJECT TO FINAL AUDIT.
(135) NO REIMBURSEMENT WILL BE MADE WITHOUT GAS RECEIPTS.	(136) COMMENTS:

(137) You shall be in violation of ARS 13-677 if this vehicle is not returned within 72 hours of the specified date and time and shall be subject to imprisonment in the state prison from one to three years or in the county jail not exceeding six months or to a fine not exceeding \$500 or to both.	(138) CITY NAME AND ADDRESS
(139) LICENSEE	(140) NATIONAL CAR RENTAL
(141) IN CANADA (NORTH CAROLINA)	(142) P.O. BOX 20606
(143) PHOENIX, ARIZONA 85036	(144) PHOENIX, ARIZONA 85036

(145) NATIONAL CAR RENTAL	(146) P.O. BOX 20606
(147) PHOENIX, ARIZONA 85036	(148) PHOENIX, ARIZONA 85036
(149) NATIONAL CAR RENTAL	(150) P.O. BOX 20606
(151) PHOENIX, ARIZONA 85036	(152) PHOENIX, ARIZONA 85036

(153) NATIONAL CAR RENTAL	(154) P.O. BOX 20606
(155) PHOENIX, ARIZONA 85036	(156) PHOENIX, ARIZONA 85036
(157) NATIONAL CAR RENTAL	(158) P.O. BOX 20606
(159) PHOENIX, ARIZONA 85036	(160) PHOENIX, ARIZONA 85036

May 19, 1975

FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION A-11

TO : Heads of Federal agencies

SUBJECT: Changes to Federal Travel Regulations

1. Purpose. This regulation amends Federal Property Management Regulations 101-7, Federal Travel Regulations, (a) to implement the Travel Expense Amendments Act of 1975 (Public Law 94-22, approved May 19, 1975) and (b) to provide for increases in the mileage allowances for use of privately owned automobiles when used in lieu of Government-furnished automobiles.

2. Effective date. This regulation is effective for travel performed on or after May 19, 1975.

3. Expiration date. This regulation expires May 1, 1976. Prior to expiration, the provisions of this regulation will be incorporated, as appropriate, in the Federal Travel Regulations (FTR), FPMR 101-7.

4. Applicability. The provisions of this regulation apply to the official travel of employees of Government agencies as defined in 5 U.S.C. 5701, except employees of the judicial branch.

5. Background.

a. Public Law 94-22, Travel Expense Amendments Act of 1975, hereinafter referred to as the act, authorizes increases in the statutory maximum travel allowances and makes certain other technical and clarifying changes by amending Subchapter 1 of Chapter 57 of Title 5 of the United States Code (5 U.S.C. 5701-5709). It also establishes a new concept of high rate geographical areas to accommodate those areas where unusually high travel costs are incurred. In addition, the act authorizes the Administrator of General Services to provide regulations setting per diem and mileage allowances not to exceed the statutory maximum amounts and to prescribe the conditions of travel and reimbursement.



Attachment

May 19, 1975

b. Because of increased costs of operating Government motor vehicles, mileage rates for use of a privately owned vehicle when such use is in lieu of a Government-furnished vehicle are increased.

c. In consonance with the provisions of this regulation, and to achieve maximum uniformity, the General Services Administration (GSA) proposes to publish additional criteria for the computation of per diem rates for official travel including circumstances which require reduced per diem and/or where the lodgings-plus method may not be appropriate. This action will be reflected in a proposed revision to the FTR after a thorough review has been made of the various travel circumstances and agency comments and recommendations.

6. Explanation of changes. Provisions stated in attachment A to this regulation amend the FTR for the reasons given below. It should be noted that certain existing FTR paragraphs have been incorporated for clarity and continuity purposes and to facilitate use of this regulation. The following changes are made in the FTR which are incorporated by reference into 41 CFR 101-7 and transmitted by GSA Bulletin FPMR A-40:

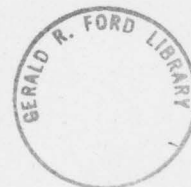
a. Paragraph 1-1.2 is revised to clarify the applicability of Chapter 1 of the FTR to include certain experts and consultants and individuals serving without pay or at \$1 a year who were covered under 5 U.S.C. 5703 prior to amendment by the act. These individuals are now considered to be employees for purposes of the administration of travel allowances under Chapter 1. It also specifically excludes employees of the judicial branch of the Government.

b. Paragraph 1-1.3c is amended to add new definitions and to incorporate modified definitions previously in FPMR Temporary Regulation A-9.

c. Paragraph 1-2.2 is revised to incorporate modified provisions of FPMR Temporary Regulation A-9 to clarify the methods and priorities of transportation to be used for official travel.

d. Paragraph 1-4.1c is revised to authorize reimbursement for the cost of airplane parking, landing, and tiedown fees in addition to the mileage allowance.

e. Paragraph 1-4.2 is amended to increase mileage allowances for use of privately owned conveyances when such use is advantageous to the Government.



f. Paragraph 1-4.4 is amended to increase the mileage allowances for use of a privately owned automobile when such use is in lieu of a Government-furnished automobile.

g. Paragraph 1-7.1a is revised for clarification because of the new high rate geographical area provisions in Part 8.

h. Paragraph 1-7.2 is amended to increase the maximum per diem allowance for official travel within the conterminous United States to \$33.

i. Paragraph 1-7.3c is revised to establish a uniform set rate of \$14 for meals and miscellaneous subsistence expenses and to clarify the method to be used in computing the average cost of lodgings.

j. Paragraphs 1-8.1, 1-8.2, and 1-8.3 are revised to increase the maximum allowance for actual subsistence expense travel, to provide for the newly authorized high rate geographical area method, and to include more detailed and uniform guidance for the authorization and reimbursement of actual subsistence expense travel.

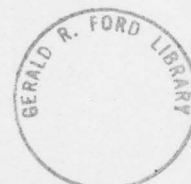
k. Paragraph 1-8.6 is added to designate those cities or areas that have been determined to be high rate geographical areas and to prescribe the maximum allowable rate of reimbursement.

l. Paragraph 2-2.3 is amended to increase the maximum allowable mileage rates for use of a privately owned automobile during permanent change of station travel.

m. The table of contents is amended to add the captions of the new paragraphs provided herein through appropriate annotations.

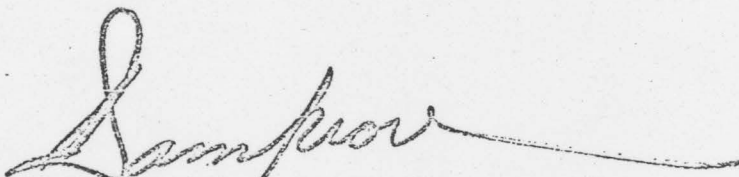
7. Assistance. Agencies may obtain additional information and assistance concerning the provisions of this regulation by contacting the General Services Administration (FZR), Washington, DC 20406, telephone: (703) 557-9030.

8. Effect on other issuances. FPMR Temporary Regulation A-9 dated February 6, 1974, and Supplement 2 thereto dated January 24, 1975, are canceled. The applicable provisions of the canceled regulation are modified and incorporated herein.

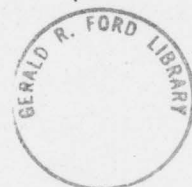


May 19, 1975

9. Agency comments. Comments and recommendations concerning the provisions of this regulation are requested and should be submitted to the General Services Administration (FZ), Washington, DC 20406, within 60 calendar days of the effective date of this regulation for possible incorporation into the permanent regulation. Comments are also desired concerning the proposal to prescribe guidance and rates applicable to all agencies for computation of per diem and for travel circumstances that require reduced per diem rates as described in subparagraph 5c. Comments should include descriptions of travel circumstances requiring reduced per diem (especially those situations unique to the agency commenting) and recommendations for specific rates, if appropriate.



ARTHUR F. SAMPSON
Administrator of General Services



CHAPTER 1. TRAVEL ALLOWANCES

PART 1. APPLICABILITY AND GENERAL RULES

1-1.1. Authority. This chapter is issued under the authority of 5 U.S.C. 5701-5709.

1-1.2. Applicability.

a. The provisions of this chapter apply to official travel of civilian employees of Government agencies, including civilian employees of the Department of Defense, as authorized under 5 U.S.C. 5701-5709, but excluding employees of the judicial branch of the Government.

b. The provisions of this chapter also apply to official travel of individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis and of individuals serving without pay or at \$1 a year. These individuals are not considered to have a "permanent duty station" within the general meaning of that term; however, they may be allowed travel or transportation expenses under this chapter while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable unless a higher rate is specifically authorized in an appropriation or other statute.

1-1.3. General rules.

a. Employee's obligation. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

b. Reimbursable expenses. Traveling expenses which will be reimbursed are confined to those expenses essential to the transacting of the official business.

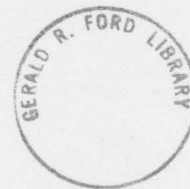
c. Definitions.

(1) Official station and post of duty. Designated post of duty and official station mean the same. The limits of the official station will be the corporate limits of the city or town in which the officer or employee is stationed. If the employee is not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located.

(2) Conterminous United States. Conterminous United States means the 48 contiguous States and the District of Columbia.

(3) Government-furnished automobile. The term Government-furnished automobile includes an automobile which is (a) owned by an agency, (b) assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool, or (c) leased by the Government for a period of 30 days or longer from a commercial firm.

(4) Government-contract rental automobile. A Government-contract rental automobile is an automobile obtained from a commercial firm under the provisions of an appropriate General Services Administration (GSA) Federal Supply Schedule contract.



May 19, 1975

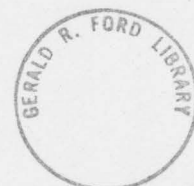
(5) Special conveyance. Special conveyance is any method of transportation other than common carrier, Government-furnished or privately owned, which requires specific authorization or approval for the use thereof. Such transportation generally includes conveyances obtained through commercial rental means for less than 30 days.

(6) Employee. As used in this chapter, employee means an individual employed in or under an agency, including an individual employed intermittently in the Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis and an individual serving without pay or at \$1 a year.

(7) Government. Government means the Government of the United States and the government of the District of Columbia.

(8) Agency. Agency means an executive agency; a military department; an office, agency, or other establishment in the legislative branch; and the government of the District of Columbia but does not include a Government-controlled corporation; a member of Congress; or an office or committee of either House of Congress or of the two Houses.

1-1.4. Authority for travel. Except as otherwise provided by law, all travel shall be either authorized or approved by the head of the agency or by an official to whom such authority has been delegated. Ordinarily, an authorization shall be issued prior to the incurrence of the expenses. The authorization shall be as specific as possible in the circumstances as to the travel to be performed.



PART 2. TRANSPORTATION ALLOWABLE

1-2.1. Expenses payable as transportation. Transportation expenses which the Government may pay either direct or by reimbursement include fares, rental fees, mileage payments, and any expenses incident to transportation such as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; staterooms on steamers; and other expenses set forth in 1-2 through 1-6 and 1-9.

1-2.2. Methods of transportation.

a. Authorized methods. Methods of transportation authorized for official travel include railroads, airlines, helicopter service, ships, buses, streetcars, subways, taxicabs; Government-furnished and contract rental automobiles and airplanes; privately owned and rented automobiles and airplanes; and any other necessary means of conveyance.

b. Selecting method of transportation to be used. Travel on official business shall be by the method of transportation which will result in the greatest advantage to the Government, cost and other factors considered. In selecting a particular method of transportation to be used, consideration shall be given to energy conservation and to the total cost to the Government, including costs of per diem, overtime, lost work time, and actual transportation costs. Additional factors to be considered are the total distance of travel, the number of points visited, and the number of travelers. 5 U.S.C. 5733 requires that, "The travel of an employee shall be by the most expeditious

means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel."

c. Presumptions as to most advantageous method of transportation.

(1) Common carrier. Since travel by common carrier (air, rail, or bus) will generally result in the most efficient use of energy resources and in the least costly and most expeditious performance of travel, this method shall be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation. The determination that another method of transportation would be more advantageous to the Government than common carrier transportation shall not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling.

(2) Government-furnished automobiles. When it is determined that common carrier transportation is not advantageous to the Government and that an automobile is required for official travel, a Government-furnished automobile shall be used whenever it is reasonably available.



(3) Privately owned conveyance. Except as provided in 1-2.2d, the use of a privately owned conveyance shall be authorized only when such use is advantageous to the Government. A determination that the use of a privately owned conveyance would be advantageous to the Government shall be preceded by a determination that common carrier transportation or Government-furnished vehicle transportation is not available or would not be advantageous to the Government. To the maximum extent possible, these determinations and the authorization to use a privately owned conveyance shall be made before the performance of travel.

(4) Special conveyance. Commercially rented vehicles and other special conveyances shall be used only when it is determined that use of other methods of transportation discussed in 1-2.2c would not be more advantageous to the Government. In the selection of commercially rented vehicles, first consideration shall be given to Government-contract rental vehicles available under an appropriate GSA Federal Supply Schedule contract.

d. Permissive use of a privately owned conveyance. When an employee uses a privately owned conveyance as a matter of personal preference and such use is compatible with the performance of official business, although not determined to be advantageous to the Government under 1-2.2c(3), such use may be authorized or approved provided that reimbursement is limited in accordance with the provisions of 1-4.

1-2.3. Local transportation.

a. To, from, and between places of work. Transportation by bus or streetcar between places of business at an official station or a temporary duty station and between places of lodging and place of business at a temporary duty station is allowed as a transportation expense. (Concerning transportation by taxicab between such places, see 1-3.1.)

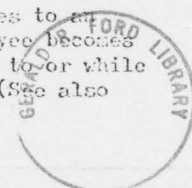
b. To places where meals are obtained. Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be obtained there, the expense of daily travel required to obtain meals at the nearest available place may be approved as necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel shall accompany the travel voucher.

c. To and from carrier terminals. Reimbursement will be allowed for the usual taxicab and airport limousine fares, plus tip, from common carrier or other terminal to either the employee's home or place of business, from the employee's home or place of business to common carrier or other terminal, or between an airport and airport limousine terminal. However, an agency shall, when appropriate, restrict the use of taxicabs hereunder or place a monetary limit on the amount of taxicab reimbursement when suitable Government or common carrier transportation service, including airport limousine service, is available for all or a part of the distance involved.

d. Between residence and office on day travel is performed. Reimbursement may be authorized or approved for the usual taxicab fares, plus tip, from the employee's home to his office on the day he departs from his office on an official trip requiring at least 1 night's lodging and from his office to his home on the day he returns to his office from the trip, in addition to taxi fares for travel between office and carrier terminal.

e. Between residence and office in cases of necessity. Reimbursement for the usual taxicab fares paid by an employee for travel between office and home may be authorized or approved incident to the conduct of official business at an employee's designated post of duty when the employee is dependent on public transportation for such travel incident to officially ordered work outside of regular working hours and when the travel is during hours of infrequently scheduled public transportation or darkness. Agencies are expected to establish stringent administrative controls at sufficiently high levels which ensure that reimbursements are authorized only when justifiable and when all circumstances set forth herein are met.

1-2.4. Return to official station due to illness or injury. Transportation expenses to an employee's designated post of duty may be authorized or approved whenever the employee becomes incapacitated due to illness or injury not due to his own misconduct while en route to or while at a temporary duty station prior to completion of the temporary duty assignment. (See also 1-7.5b(4).)



1-2.5. Routing of travel.

a. Official necessity. All travel shall be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established.

b. Indirect-route or interrupted travel. When a person for his own convenience travels by an indirect route or interrupts travel by direct route, the extra expense shall be borne by him. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. When transportation requests are used, they shall be issued only for that portion of the expense properly chargeable to the Government, and the employee shall pay the additional personal expense, including the Federal transportation tax. (See 1-11.5a(3).)

1-2.6. Use of Government-owned vehicles.

a. Use limited to official purposes. When a Government-owned or Government-furnished vehicle is used by an employee for official travel, its use shall be limited to official purposes (31 U.S.C. 633a) which include transportation between places where the employee's presence is required incident to official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; and between either of the above places and suitable eating places, drugstores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.

b. Government driver's identification card. Under instructions prescribed by the U.S. Civil Service Commission, a Federal employee who must occasionally use a Government vehicle for official business while on temporary duty away from his official station need not possess a Standard Form 46, U. S. Government Motor Vehicle Operator's Identification Card, if he holds a valid State, District of Columbia, or territorial motor vehicle operator's license and presents travel orders specifically authorizing the temporary use of a Government-owned or contract rental vehicle.

PART 3. USE OF COMMERCIAL TRANSPORTATION

1-3.1. Taxicabs.

a. Approval requirement. For local travel authorized under 1-2.3a and b, the use of taxicabs may be allowed if authorized or approved as advantageous to the Government. General authorization for use of taxicabs for local travel in certain situations is contained in 1-2.3c, d, and e.

b. Tips. In addition to reimbursement of taxi fare the employee will be allowed reimbursement of tips in the amount of 15 cents when the fare is \$1 or less or 15 percent of the reimbursable fare when it exceeds \$1. If the 15 percent is not a multiple of 5, the reimbursable tip may be increased to the next multiple of 5.

1-3.2. Rental automobiles and special conveyances.

a. Approval requirement. The hire of boat, automobile, taxicab (other than for use under 1-2.3c, d, or e), aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever the employee is engaged in official business within or outside his designated post of duty.

b. Incidental charges. If the hire of a special conveyance does not include costs of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boathouse, subsistence of operator, ferrriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation or by his operator, and should be itemized in the bill. (See 1-11.3c(5) and 1-11.5c(2).)

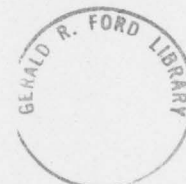
c. Damage waiver or insurance costs. In connection with the rental of vehicles from commercial sources, the Government will not pay or reimburse employees for the cost of the collision damage waiver or collision damage insurance available in commercial rental contracts for an extra fee. The waiver or insurance referred to is the type offered a renter to release him from liability for damage to the rented vehicle in amounts up to the amount deductible (usually \$100) on the insurance included as a part of the rental contract without additional charge. Under decisions of the Comptroller General, the agency in appropriate circumstances is authorized to pay for damage to the rented vehicle up to the deductible amount as contained in the rental contract should the rented vehicle be damaged while being used for official business. The cost of personal accident insurance is a personal expense and is not reimbursable.

d. Hire from another employee or member of an employee's family. Charges for the hire of a conveyance of another Government employee, or a member of the traveler's family, or a member of the family of another Government employee shall not be allowed in the absence of a satisfactory showing that the conveyance was not procured because of such personal or official relationship and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts shall be reported in the account. (See 1-4.5 and 1-11.5d.)

e. Persons traveling together. When two or more persons travel together by means of a rented vehicle or special conveyance, that fact, together with the name of each traveler and the name of his employing agency, must be stated by each traveler on his travel voucher.

1-3.3. Class of service authorized.

a. General. Cost of transportation paid by the Government shall not exceed the lowest first-class rate of the transportation facility used unless it is certified by the traveler on the voucher that lowest first-class accommodations were not available or that use of superior accommodations was authorized or approved by the head of the agency concerned or his designee because the accommodations used were required for security purposes or were otherwise more advantageous to the Government. This certification shall be accepted as prima facie evidence of the facts. Less-than-first-class accommodations shall be used in air travel and on other methods of transportation whenever they are adequate. Accommodations used on common carriers shall be in accordance with the specific rules set out in b, c, and d, below.



b. Train accommodations.

(1) Sleeping car accommodations. When night travel is involved, the lowest first-class sleeping accommodations available shall be allowed. Superior accommodations may be authorized or approved on certification by the traveler in accordance with 1-3.3a. When practicable, through sleeping accommodations shall be obtained if they are more economical to the Government.

(2) Parlor car and coach accommodations. One seat in a sleeping or parlor car shall be allowed unless the travel order or other administrative determination specifies that coach accommodations are to be used. Where adequate coach accommodations are available, officials authorizing travel shall require that coach accommodations are used to the maximum extent possible, on the basis of advantage to the Government, suitability and convenience to the traveler, and nature of the business involved.

c. Steamer accommodations.

(1) Staterooms. The minimum first-class accommodation will be allowed when a stateroom is included in the cost of passage or is a separate charge, except that if one is not available at the time the reservation is made, a superior accommodation may be allowed upon certification, as provided in 1-3.3a. (See also 1-3.6a.) The travel order or other administrative determination may, however, specify the use of an accommodation less costly than the minimum first-class accommodations when suitable for a particular voyage. The term "minimum first-class accommodation" as used in this paragraph means one which provides direct access from within the stateroom to a washbasin, shower or bath, and toilet.

(2) Application for steamer accommodations. Accommodations on steamers shall be applied for at the earliest practicable moment after receipt of the travel order.

d. Airplane accommodations.

(1) Policy. It is the policy of the Government that persons who use commercial air carriers for transportation on official business shall use less-than-first-class accommodations instead of those designated first-class with due regard to efficient conduct of Government business and the travelers' convenience, safety and comfort.

(2) Justification for use of first-class accommodations. In view of this policy, the use of first-class accommodations shall be limited to the following instances:

(a) Regularly scheduled flights between authorized origin and destination points provide only first-class accommodations.

(b) Space is not available in less-than-first-class accommodations in time to carry out the purpose of the travel.

(c) An authorizing officer authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or for reasons of the traveler's health.

(d) An authorizing officer authorizes or approves the use of first-class accommodations for flights within or between foreign areas because available less costly accommodations do not provide adequate standards of sanitation, health, or comfort.

(e) The cost of first-class accommodations offered by a commercial air carrier does not exceed the charge for less-than-first-class accommodations offered by any other commercial air carrier in connection with their operation of regularly scheduled flights between the same points.

(3) Authorization of airplane accommodations. Officials responsible for approving travel authorizations may not be able to anticipate circumstances which may arise while a person is traveling which necessitate the use of first-class accommodations. In such circumstances, even though the use of first-class accommodations is authorized, the traveler is responsible for using the less costly accommodations when they will meet all reasonable requirements. For audit

purposes, the traveler's judgment in these instances shall be considered conclusive. However, agencies may specify on travel authorizations or other administrative directives that the less costly accommodations be used. In that event, the traveler shall be limited to the type of accommodations specified.

(4) Maximum authorized accommodations. When first-class accommodations are authorized under this paragraph, the lowest first-class accommodations available between the points involved shall be used. Use of superior accommodations may be authorized or approved in accordance with 1-3.3a.

(5) Jet surcharges. Accommodations not designated first-class on jet planes (with or without a surcharge) may be used without specific authorization or approval where the total cost of the transportation including surcharge if any, is less than the lowest first-class air accommodations available between the points involved.

1-3.4. Special fares.

a. Extra-fare planes and trains. Travel by extra-fare planes or trains may be authorized or approved whenever their use is administratively determined to be more advantageous to the Government or is required for reasons of security.

b. Reduced rates.

(1) Use of special lower fares. Through fares, special fares, commutation fares, excursion, and reduced-rate round-trip fares shall be used for official travel when it can be determined prior to the start of a trip that any such type of service is practical and economical to the Government. Round-trip tickets shall be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be used.

(2) Group or charter arrangements. Group or charter arrangements available through travel agents may be used when such use will not interfere with the performance of official business. In such instances, if payment for transportation cannot be made to a carrier with a Government transportation request but must be made to the travel agent, the traveler shall pay for the transportation from his own funds or from a travel advance and shall obtain a receipt for the cost of the transportation necessary in the performance of official business which shall accompany his voucher. Reimbursement shall not exceed the cost of accommodations authorized under 1-3.3.

c. Unequal fares available. When common carriers furnish the same method of travel at different fares between the same points for the same type of accommodations, the lowest cost service shall be used unless use of a higher cost service is administratively determined to be more advantageous to the Government.

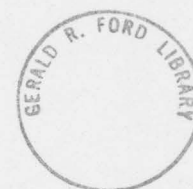
1-3.5. Unused tickets or reservations.

a. Unused accommodations. When a traveler finds he will not use accommodations which have been reserved for him, he shall release them within the time limits specified by the carriers. Likewise, where transportation service furnished is inferior to that called for by a ticket or where a journey is terminated short of the destination specified on the transportation request, the traveler shall report the facts to the administrative office in the manner prescribed by the agency concerned. Failure of travelers to take such action may subject them to liability for any resulting losses.

b. Unused or oversold reserved accommodations. Each agency shall make certain that space is canceled as soon as the employee learns that space reserved will not be used. Penalty payments made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserved space are due the Government and not the traveler when they result from travel on official business. Each agency shall instruct travelers to turn in to the agency any of these payments received from the carriers.

1-3.6. Use of American carriers.

a. Travel by American ships. Section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 1201(a)) provides: "Any officer or employee of the United States traveling on official



business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag: Provided, That the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor."

b. Use of American airplanes.

(1) Definition. The term "American airplane" as used in 1-3.6b means an airplane registered under the laws of the United States but excludes those operating under certificates or permits held by foreign airlines.

(2) General requirement. Employees shall use American airplanes where travel is performed by commercial air transportation between the United States and a foreign country or between foreign countries. Such use is not achieved simply by the purchase of transportation from an American carrier but requires that the actual travel performed be accomplished in American airplanes.

(3) Use of foreign airplanes. The use of a foreign airplane may be authorized or approved in any of the following situations:

(a) Where a flight by an American airplane is not scheduled to arrive in time for the conduct of official business.

(b) Where a flight by an American airplane is scheduled but does not have accommodations available when reservations are sought.

(c) Where the departure time, routing, or other features of an American airplane flight would interfere with or prevent the satisfactory performance of official business.

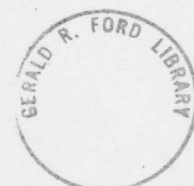
(d) Where a scheduled flight by an American airplane is delayed because of adverse weather, mechanical difficulty, or other conditions to such an extent that use of a foreign airplane is in the Government's interest.

(e) Where the same class of accommodations is available on both an American and a foreign airplane, but the use of the American airplane will result in higher total cost to the Government due to additional per diem or other expenses.

(f) Where the class of accommodations determined under 1-3.3d is available only on a foreign airplane and the cost of transportation and related per diem is less than the cost of available accommodations of another class on an American airplane and related per diem.

(g) Where payment for transportation can be made in excess foreign currencies provided no American air carrier adequately serving the points of travel will accept the currency. This preferential use of a foreign air carrier shall also apply to near-excess foreign currencies to the extent that amendments to the State Department's Foreign Currency Bulletin No. 1 or subsequent foreign currency bulletins may provide for the payment of transportation in the near-excess currencies. (See 1-10.4.)

(4) Documentation. Where the use of a foreign airplane is authorized or approved under (3), above, the reason therefor is to be entered on or attached to the travel order or other authorizing document or travel voucher.



PART 4. REIMBURSEMENT FOR USE OF PRIVATELY OWNED CONVEYANCES

1-4.1. Basic rules.

a. Mileage payments. When employees and others rendering service to the Government use privately owned motor vehicles or airplanes in the conduct of official business within or outside their designated posts of duty or places of service and such use is authorized or approved as advantageous to the Government or as an authorized or approved exercise of the employee's preference, payment shall be made on a mileage basis unless payment on an actual expense basis is specifically authorized by law.

b. Distance measurements.

(1) Automobile and motorcycle travel. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled shall be as shown in standard highway mileage guides or by speedometer readings. Any substantial deviations from distances shown in the standard highway mileage guides shall be explained. The mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the Government begins his journey.

(2) Airplane travel. The air mileage between the origin and destination airports, as determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, shall be reported on the reimbursement voucher and shall be used in computing payment for the use of a privately owned airplane. If a detour was necessary because of adverse weather, mechanical difficulty, or other unusual conditions, the additional air mileage may be included in the mileage reported on the reimbursement voucher and, if included, it must be explained. When an official requirement for deviation from direct route travel is such that airway mileage charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determinations.

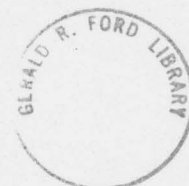
c. Other allowable costs. Reimbursement for parking fees; ferry fees; bridge, road, and tunnel costs; and airplane parking, landing, and tiedown fees shall be allowed in addition to the mileage allowance unless the travel orders or other administrative determinations restrict such allowance.

1-4.2. When use of a privately owned conveyance is advantageous to the Government.

a. Mileage rate determinations. When it is determined that use of a privately owned conveyance by the traveler is advantageous to the Government as provided in 1-2.2c(3), the reimbursement mileage rates shall be as follows:

- (1) 8 cents per mile for use of a privately owned motorcycle.
- (2) 15 cents per mile for use of a privately owned automobile.
- (3) 22 cents per mile for use of a privately owned airplane.

b. Special rule when permanent duty travel is involved. The regulations contained in Chapter 2 shall apply when privately owned automobiles are used in connection with employees' permanent changes of station, when the appointees or student trainees described therein travel to their first permanent duty stations, or when employees return from posts of duty outside the conterminous United States to places of actual residence for separation.



* * * *

c. To and from common carrier terminals and office.

(1) Round trip when in lieu of taxicab to carrier terminals.

In lieu of the use of a taxicab under 1-2.3c, payment on a mileage basis at the rate of 15 cents per mile and other allowable costs as set forth in 1-4.1c

shall be allowed for the round-trip mileage of a privately owned automobile used by an employee going from either his home or place of business to a terminal or from a terminal to either his home or place of business. However, the amount of reimbursement for the round trip shall not in either instance exceed the taxicab fare, including tip, allowable under 1-2.3c for a one-way trip between the applicable points.

(2) Round trip when in lieu of taxicab between residence and office on day of travel. In lieu of the use of taxicab under 1-2.3d, payment on a mileage basis at the rate of 15 cents per mile and other allowable costs as set forth in 1-4.1c shall be allowed for round-trip mileage of a privately owned automobile used by an employee going from his residence to his place of business or returning from place of business to residence on a day travel is performed. However, the amount of reimbursement for the round trip shall not exceed the taxicab fare, including tip, allowable under 1-2.3d for a one-way trip between the points involved.

(3) Parking when automobile is left at terminal. The fee for parking an automobile at a common carrier terminal or other parking area while the traveler is away from his official station shall be allowed only to the extent that the fee plus the allowable reimbursement to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal under the provisions of 1-2.3c.

1-4.3. When use of privately owned conveyance is in lieu of common carrier transportation. Whenever a privately owned conveyance is used for official purposes as a matter of personal preference in lieu of common carrier transportation under 1-2.2d, payment for such travel shall be made on the basis of the actual travel performed, computed under 1-4.1 at the mileage rate prescribed in 1-4.2a plus the per diem allowable for the actual travel. The total allowable shall be limited to the total constructive cost of appropriate common carrier transportation including constructive per diem by that method of transportation. Constructive cost of transportation and per diem by common carrier shall be determined under the following rules:

a. Mode of travel to be used for comparison.

(1) Airplane. The mileage payment shall not exceed the constructive cost of coach accommodations (or tourist or economy accommodations if a carrier uses this term instead of "coach accommodations") on airplanes when such service is provided by a carrier. If it is not provided, the comparison will be made with standard class accommodations if provided; otherwise, with first-class accommodations. When accommodations are provided on both jet and propeller-driven planes the comparison shall be made with the jet planes. (For the purpose of this provision, a class of service is considered to be provided by a carrier when it is scheduled on flights serving origin and destination points, regardless of whether space would have been available had the traveler used air transportation for the official travel.)

(2) Train. When none of the accommodations described above are provided by an air carrier, the mileage payment shall be limited to the constructive cost of first-class rail transportation or coach accommodations when the elapsed time of the rail journey is 4 hours or less. The constructive cost comparison may also be made with rail transportation, even though air transportation is provided, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel order or other administrative directive so provides.



(3) Bus. When neither air nor rail accommodations are provided, the mileage payment shall be limited to the constructive cost of bus transportation.

b. Transportation costs to be considered in addition to fares. In determining the constructive common carrier cost there shall also be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence of its weight.

c. Per diem allowance. The constructive per diem shall be the amount which would have been allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

d. Use of actual and reasonable schedules. In making the foregoing constructive cost comparisons of transportation, scheduled departures and arrivals of planes, trains, and buses at unreasonable hours shall be disregarded. (For this purpose, "unreasonable hours" means those which would unduly inconvenience the traveler or adversely affect his safety, or which would result in unduly increasing the constructive per diem.)

1-4.4. When use of a privately owned conveyance is in lieu of a Government-owned automobile.

a. Planning for use of Government-owned automobiles. When use of a privately owned conveyance is authorized or approved under 1-2.2d even though use of a Government-owned automobile would be more advantageous to the Government, reimbursement to the employee shall be limited to the cost which would be incurred for use of a Government-owned automobile. The normal rate of reimbursement shall be that provided in 1-4.4b however, agencies should obtain commitments from employees who are expected to perform extensive automobile travel on official business whether they will use Government-owned automobiles or whether they will elect to use privately owned conveyances. Such commitments will be for periods of time which warrant the making of arrangements for supply of Government-owned automobiles, and commitment charges shall be made in sufficient time in advance of their effective dates to permit arrangements to be made for acquisition or disposal of Government-owned automobiles as required. An employee who is committed to use a Government-owned automobile shall not be authorized reimbursement for use of his privately owned conveyance in lieu of a Government-owned automobile; except that, if such an employee occasionally uses his privately owned conveyance when a Government-owned automobile is available, mileage reimbursement limited to the cost of operating a Government-owned vehicle fixed costs excluded as provided in 1-4.4c may be authorized or approved.

b. Reimbursement based on Government costs. Based upon average rental rates which agencies pay for GSA motor pool automobiles and the administrative cost to the user agency, it has been determined that the average mileage cost for use of a Government-furnished automobile for travel in the conterminous United States is 11 cents. Therefore, the mileage rate for authorized use of a privately owned conveyance when use of a Government-furnished automobile would be most advantageous to the Government shall be 11 cents. Exceptions to the above limitation may be authorized if an agency determines that, because of unusual circumstances, the cost of providing a Government-furnished automobile would be higher than 11 cents. In such instances the agency may allow reimbursement at such higher rate within the statutory maximum that will most nearly equal the cost of providing a Government-furnished automobile in those circumstances. In addition to mileage for the distance allowed under 1-4.1b, the employee may be reimbursed for expenses authorized under 1-4.1c which would have been incurred if a Government-furnished vehicle had been used.

c. Partial reimbursement when Government automobile is available. When an employee who is committed to using a Government-furnished automobile, or who because of the availability of Government-furnished automobiles, would not ordinarily be authorized to use a privately owned conveyance in lieu of a Government-furnished automobile nevertheless requests use of a privately owned conveyance, reimbursement may be authorized or approved. The rate of reimbursement shall be 6 cents per mile, which is the approximate cost of operating a Government-furnished automobile, fixed costs excluded.

d. Reimbursement claims. When claiming mileage at the 11 cent rate, the employee shall state on his voucher that he had not made a commitment to use a Government-furnished automobile and that reimbursement for use of a privately owned automobile was not limited under 1-4.4c.

1-4.6. Actual expense basis.

a. Used only when authorized by law. Reimbursement on an actual expense basis applies to reimbursement for use of a privately owned motorcycle, automobile, or airplane only where such method of reimbursement is authorized by law; otherwise, reimbursement is to be made under the provisions of 1-4.1 through 1-4.5.

b. Comparative cost requirement. The use of a privately owned conveyance on an actual expense basis as distinguished from a mileage basis under 1-4.1 through 1-4.5 may be authorized or approved: Provided, That the aggregate of allowable expenses plus any increased subsistence expenses through increased travel time or less subsistence savings through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier.

c. Reimbursable costs. For such travel on an actual expense basis the employee shall be entitled to reimbursement of the cost of gasoline, oil, feed of horses, garage or hangar rent and stabling of horses while officially detained en route, and bridge, ferry, and other tolls. For the purpose of determining the amount of increased subsistence expenses or subsistence savings for a given period of time, the per diem rate of subsistence named in the travel order shall be used. Charges for repairs, depreciation, replacements, grease, antifreeze, towage, and similar speculative expenses shall not be allowed. Exemption from payment of tax on gasoline in States providing such exemption shall be claimed. The standard Federal forms shall be used for that purpose. When exemption is refused, receipts shall be obtained in duplicate. (See 1-11.3c(7) and 1-11.5c(2).)



PART 5. BAGGAGE

1-5.1. Definitions.

a. Baggage. The term "baggage" as used in these regulations means Government property and personal property of the traveler necessary for the purposes of the official travel.

b. Excess baggage. Baggage in excess of the weight or size that is carried free by transportation companies shall be classed as excess baggage.

1-5.2. Authorization for excess baggage. Excess baggage charges shall be allowed only when authorized or approved except where air-coach or air-tourist accommodations are used. Transportation of baggage up to the weight carried free on first-class service shall be allowed at Government expense.

1-5.3. Payment of costs for baggage.

a. Transportation charges for excess baggage. As a general rule, travelers shall make cash payment of domestic airline excess baggage charges that do not exceed \$15. Where excess baggage services are specifically authorized, the travel order shall clearly state whether such charges are to be paid for in cash by the traveler or to be authorized on the Government transportation request. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement shall be included on the travel voucher.

b. Transfer of baggage. Necessary charges for the transfer of baggage shall be allowed.

c. Storage of baggage. Charges for the storage of baggage shall be allowed when it is shown that such storage was solely on account of official business.

d. Checking and handling of baggage. Charges for checking baggage shall be allowed. Charges or tips at transportation terminals shall be allowed for handling Government property carried by the traveler.

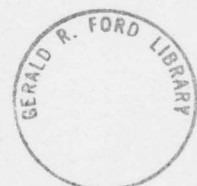
1-5.4. Stoppage in transit. Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on the unused portion of the ticket, full explanation of the facts shall be made to the administrative office at the time the unused ticket is forwarded for redemption, or the explanation shall be shown on the voucher. Failure to observe this rule shall result in any excess cost to the Government being charged to the employee.

1-5.5. Requirement for use of least costly means of shipment.

a. Selection of transportation service. When the total weight of Government property and personal effects or other property needed by the traveler exceeds the baggage allowance, quantities in excess of the allowance shall be shipped by parcel post, where practical, or, if not suitable for mailing, by freight or express if any of those less costly means of shipment will suffice. Shipments must not be made as accompanied baggage or express when ordinary freight service will meet the official needs. Due consideration must be given to the probable cost of collecting or delivering the shipment and the time required for transmission.

b. Use of Government bills of lading. Express and freight shipments shall be made on Government bills of lading unless such handling will interfere with the official purposes of the trip or unless it is not practical. Charges on shipments made on Government bills of lading must not be paid by the traveler.

c. Government bills of lading not accepted. When acceptance of shipments on Government bills of lading is refused, payment of the amount demanded shall be made. A report of the circumstances shall be sent to the administrative office. When Government bills of lading are refused or not used and cash payment is demanded, the carrier's receipt showing the original point of shipment, destination, number of packages, contents and separate weight of each package, and rate and amount of charges paid shall be accepted in support of the charge.



PART 6. COMMUNICATIONS SERVICES

1-6.1. Authorization.

a. Necessary use. Telephone, teletype, telegraph, cable, and radio service may be used on official business when necessary.

b. Official local calls. Charges for local telephone calls on official business shall be allowed as a transportation expense. (See 1-11.5a(1) regarding entry of such calls in travel vouchers as a transportation expense.)

1-6.2. Type of service used.

a. Government equipment. As a general rule, official long distance telephone calls and other communications services shall be through the use of Government-owned or -leased equipment.

b. Use of commercial services. If Government services are not available, the least expensive practicable type and class of commercial service shall be used. The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices shall be considered in determining the method of communication.

1-6.3. Requirement for written messages.

a. Language and form. Care shall be exercised in preparing messages to omit words, figures, and punctuation unnecessary to the meaning of the message. Initials and titles in the text and signature shall be used only when needed for identification. Numbers and dates in the text of telegrams, cablegrams, and radiograms shall be expressed in figures, except where impracticable in code messages. Every message shall show the place and date of transmission.

b. Messages to be coded. When practicable, cablegrams and radiograms shall be coded in conformity with a departmental or standard code.

1-6.4. Official purposes and personal business.

a. Reservation of accommodations. Charges for telegrams reserving airplane, train, or steamer accommodations are transportation expenses and may be allowed when supported by a satisfactory explanation showing the necessity therefor.

b. Personal business. Telephone calls, telegrams, cablegrams, and radiograms relating to leave of absence or extension thereof, or to payment of salary or expense vouchers and answers thereto, or those containing other matter of a purely personal nature, must not be made or sent at Government expense, and charges therefor shall not be allowed.

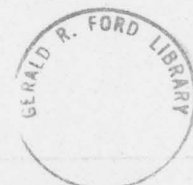
1-6.5. Supporting statement. Charges for official telephone calls, telegrams, cablegrams, or radiograms on official business shall be allowed provided a statement is furnished showing the points between which service was rendered, the date, the amount paid for each telegram, cablegram, or radiogram, and that they were required on official business. When the public interest so requires, the points between which telephone service was rendered need not be stated in the official travel voucher, but may be stated in confidence to the administrative official.

1-6.6. Charges for telegraph, cable, and radio services.

a. Collect service. Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts shall be sent "Official Business-Collect" unless otherwise directed by competent authority. All others shall be prepaid.

b. Cash payment. When "collect" service is refused, payment of the amount demanded shall be made. A report of the circumstances and a receipted copy of the message shall be sent to the administrative office.

c. Words chargeable. All messages shall be subject in all respects to the prevailing commercial count of chargeable words.

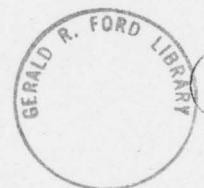


May 1973
1-6.6d - 1-6.7

FPMR 101-7

d. Fractional charges. In cases where the charge for a Government message, determined as herein provided, includes a fraction of a cent, that fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as 1 cent.

1-6.7. Priority of official messages. All Government communications by telegraph, cable, or radio shall have priority over all other business, except radio communications or signals which are given absolute priority under the Communications Act of 1934, as amended, and shall be subject to the prevailing classifications, practices, and regulations applicable to the corresponding commercial communications. Employees sending such telegrams shall endorse thereon the words "official business" and shall report to the Federal Communications Commission through their administrative offices any failure to transmit them in such priority and any charge made in excess of the rate prescribed.



PART 7. PER DIEM IN LIEU OF ACTUAL SUBSISTENCE

1-7.1. Coverage.

a. Travel for which per diem shall be paid. Per diem allowances under 1-7 shall be paid for official travel except when it is determined that reimbursement should be on the basis of actual subsistence expenses as provided in 1-8.

b. Expenses covered by per diem. The per diem in lieu of subsistence expenses includes all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bellboys, hotel maids, dining room stewards, and others on vessels, hotel servants in foreign countries, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms, and transportation between places of lodging or business and places where meals are taken except as otherwise provided in 1-2.3b. The term "lodging" does not include accommodations on airplanes, trains, or steamers, and these expenses are not subsistence expenses. However, availability of such accommodations shall be considered in connection with the establishment of per diem payment rules and the fixing of per diem rates.

1-7.2. Maximum locality rates. A per diem allowance in lieu of actual subsistence expenses for travel on official business shall be authorized or approved within the following maximum rates:

a. Conterminous United States. Reimbursement for official travel within the limits of the conterminous United States shall be a daily rate not in excess of \$33 except when actual subsistence expenses travel is authorized or approved due to the unusual circumstances of the travel assignment or for travel to a designated high rate geographical area as provided in 1-8.1.

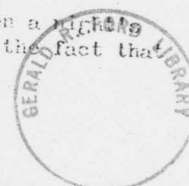
b. United States other than conterminous. For travel in localities in Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, and possessions of the United States, at a rate not in excess of the rate prescribed by the Secretary of Defense and published in Civilian Personnel Per Diem Bulletins.

c. Foreign areas. For travel in localities in any area (including the Trust Territory of the Pacific Islands) situated outside the United States, the Commonwealth of Puerto Rico, the Canal Zone, and the possessions of the United States, at a rate not in excess of the rate prescribed by the Secretary of State and published in the Standardized Regulations (Government Civilians, Foreign Areas.)

1-7.3. Agency responsibility for prescribing individual rates.

a. General. It is the responsibility of each department and agency to authorize only such per diem allowances as are justified by the circumstances affecting the travel. Care should be exercised to prevent fixing per diem rates in excess of those required to meet the necessary authorized subsistence expenses. To this end, consideration should be given to factors which reduce the expenses of the employee such as: Known arrangements at temporary duty locations where lodging and meals may be obtained without cost or at prices advantageous to the traveler; established cost experience in the localities where lodging and meals are required; situations where special rates for accommodations have been made available for a particular meeting or conference; the extent to which the traveler is familiar with establishments providing lodging and meals at a lower cost in certain localities, particularly where repeated travel is involved; and the use of methods of travel where sleeping accommodations are provided as part of the transportation expenses. The specific rules contained in b through e, below, shall be applied in the situations covered.

b. When lodgings are not required. For travel of less than 24 hours when a lodging is not required, the per diem rate shall be adjusted downward to reflect the fact that the traveler does not incur costs for lodging.



c. When lodgings are required.

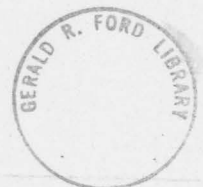
(1) For travel in the conterminous United States when lodging away from the official duty station is required, the per diem rate shall be established on the basis of the average amount the traveler pays for lodging, plus an allowance of \$14 for meals and miscellaneous subsistence expenses. Calculation shall be as follows:

(a) To determine the average cost of lodging, divide the total amount paid for lodgings during the period covered by the voucher by the number of nights for which lodgings were or would have been required while away from the official station. Exclude from this computation the night of the employee's return to his residence or official station.

(b) To the average cost of lodging add the allowance for meals and miscellaneous expenses. The resulting amount rounded to the next whole dollar, subject to the maximum prescribed in 1-7.2a, is the rate to be applied to the traveler's reimbursement voucher.

(2) No minimum allowance is authorized for lodging since those allowances are based on actual lodging costs. Receipts for lodging costs may be required at the discretion of each agency; however, employees are required to certify on their vouchers that per diem claimed is based on the average cost for lodging while on official travel within the conterminous United States during the period covered by the voucher.

(3) An agency may determine that the lodging-plus method as prescribed herein is not appropriate in circumstances such as when quarters or meals, or both, are provided at no cost or at a nominal cost by the Government or when for some other reason the subsistence costs to be incurred by the employee can be determined in advance. In such instances a specific per diem rate may be established and reductions made in accordance with this part, provided the exception from the lodging-plus method is authorized in writing by an appropriate official of the agency involved.



d. Extended stays. For travel assignments involving duty for extended periods at temporary duty stations where travelers are able to secure lodging and meals at lower costs, the per diem rate shall be adjusted downward.

e. Meetings and conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which will involve the travel of attendees from other agencies or components of the same agency, the agency or agencies sponsoring the meeting or conference shall recommend to the other participating agencies or components a per diem allowance that would be reasonable in view of the circumstances of the particular meeting or conference.

1-7.4. Rates en route outside conterminous United States.

a. Duty point. As used in 1-7.4 the term "duty point" means the official station outside the conterminous United States, any other place outside the conterminous United States at which official travel begins or ends, or the point of exit or entry in the conterminous United States.

b. Rates and conditions. For travel on official business beyond the limits of the conterminous United States by airplane, train, or boat (regardless of whether commercially or Government-owned), whether en route between the conterminous United States and a locality beyond or between such localities, including stopovers of less than 6 hours, the maximum per diem that may be authorized or approved (except for the provision in 1-7.6d(1)) is as follows:

(1) Same day return. When the traveler departs from a duty point in the conterminous United States or in a locality beyond the limits of the conterminous United States and returns during the same calendar day to a duty point within the conterminous United States or the locality, respectively, the maximum per diem rate allowable for the trip shall be that of the duty point at which the trip began.

(2) En route less than 6 hours. For trips other than those described in (1), above, the maximum per diem rate allowable between duty points shall be that of the destination duty point when the travel time between a duty point in the conterminous United States and a duty point in a locality beyond the limits of the conterminous United States or between a duty point in one such locality and a duty point in another is less than 6 hours.

(3) En route 6 hours or more. When, in instances described in (2), above, the travel time between the duty points is 6 hours or more, the per diem rate applicable outside the conterminous United States is \$6; provided:

(a) For boat travel of more than 9 successive days, in addition to the fractional days of embarkation and debarkation, the per diem rate for the succeeding calendar days and for the fractional day of debarkation is \$2; and

(b) When either of such rates prescribed herein is not commensurate with a traveler's subsistence expenses, a different rate may be authorized or approved in an amount not in excess of the maximum rate applicable to the destination duty point or, with respect to boat travel, not in excess of \$9.

c. Travel beginning or ending in the United States. When travel covered by 1-7.4 begins or ends at a place in the conterminous United States, the maximum per diem rate allowable for the



portion of the travel between such place and the place of entry or exit in the conterminous United States shall be the maximum per diem rate applicable within the conterminous United States.

d. When lodging is not located at duty point. When suitable lodging is not available at place of temporary duty in a locality beyond the limits of the conterminous United States and the employee is required to obtain lodging at a place in a different locality, the maximum applicable per diem rate shall be that of the locality in which the lodging is obtained.

1-7.5. Interruptions of per diem entitlement.

a. Leave and nonworkdays.

(1) General. Except as provided in (2) and (3), below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, per diem in lieu of subsistence expenses shall terminate at the beginning of the next quarter day or shall begin with the quarter day during which the leave of absence terminates. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler shall be entitled to per diem in lieu of subsistence expenses until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence.

(2) Nonworkdays. A traveler is considered to be in subsistence status on nonworkdays unless he returns to his official station or place of abode from which he computes daily to his official station, or unless he is in a leave status at the end of the workday preceding the nonworkday(s) and at the beginning of the workday following the nonworkday(s) and the period of leave on either of those days exceeds one half of the prescribed working hours for that day: Provided, That subsistence may not be paid for more than 2 nonworkdays where the leave of absence is immediately preceded and followed by nonworkday(s).

(3) Leave within 1 day. Leave of absence for part of a workday not extending into the next workday, where for one-half of the prescribed working hours or less, shall be disregarded for subsistence purposes; where such leave exceeds one-half of the prescribed working hours, one-half of the subsistence for that day may be allowed.

(4) Part-day leave extending between successive workdays. Leave of absence for the last part of 1 workday which extends into leave of absence at the beginning of the next workday shall be disregarded for subsistence purposes if the leave of absence on both days combined does not exceed one-half of the prescribed working hours for one day.

b. Illness or injury.

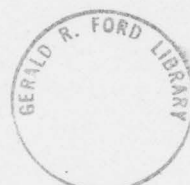
(1) Continuation of per diem. Whenever a traveler takes leave of absence of any kind because of being incapacitated due to his illness or injury not due to his own misconduct, the prescribed per diem in lieu of subsistence, if any, shall be continued for periods not to exceed 14 calendar days (including fractional days) in any one period of absence unless, under the circumstances in a particular case, a longer period is approved.

(2) Evidence of illness or injury required. No additional evidence of the illness or injury need be submitted with the travel voucher, but the type of leave and its duration must be shown on the voucher. The evidence filed with the agency concerned, as required by that agency under the annual and sick leave regulations of the United States Civil Service Commission, shall suffice.

(3) Receipt of insurance payments. If, while in travel status, the traveler receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute, other than 5 U.S.C. 8901-8913, the per diem allowance shall not be paid for the period involved or, if paid, shall be collected from the traveler.

(4) Return to official station due to illness or injury. Per diem may be authorized or approved whenever an employee is returning to his official station because of illness or injury not due to his own misconduct which occurred while en route to or while at temporary duty station prior to completion of temporary duty assignment. (See also 1-2.4.)

c. Return to official station on nonworkdays. At the discretion of the administrative officials, a traveler may be required to return to his official station for nonworkdays. In



cases of voluntary return of a traveler for nonworkdays to his official station or his place of abode from which he commutes daily to his official station, the reimbursement allowable for the round-trip transportation and per diem en route may not exceed the per diem and any travel expense which would have been allowable had the traveler remained at his temporary duty station.

d. Indirect-route or interrupted travel. Where for a traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the per diem allowed may not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See 1-2.5 and 1-11.5a(3).)

e. Time changes during air travel. When an individual travels direct between duty points which are separated by several time zones and at least one of the duty points is outside the conterminous United States, per diem entitlement is not interrupted by reason of a rest period allowed the individual en route or at destination under appropriate agency rules.

1-7.6. Per diem computation rules.

a. No allowance at permanent duty station. Per diem in lieu of subsistence may not be allowed an employee either at his permanent duty station or at his place of abode from which he commutes daily to his official station. If a temporary assignment at a particular place is prolonged beyond a period of 30 days, travel vouchers submitted before return shall state the approximate period to be covered by the duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other pertinent facts which will tend to show that duty at such place is of a temporary nature.

b. Use of travel trailer or camping vehicle. Per diem may be allowed when the traveler uses a travel trailer or camping vehicle while on temporary assignment away from his official station.

c. Time determinations.

(1) Duty to record pertinent times. The date and hour of departure from and arrival at the official station or any other place at which official travel begins or ends and points at which temporary duty is performed shall be shown on the travel voucher when such arrival or departure affects the per diem in lieu of subsistence allowance or other travel expenses. Other points visited should also be shown but the time of arrival and departure need not be entered.

(2) Use of standard time. The hours of departure and arrival recorded under 1-7.6c(1) shall be those of the standard time then currently in effect at the place involved. (See 15 U.S.C. 262.)

(3) International dateline. In computing per diem in cases where the traveler crosses the international dateline (180th meridian), the actual elapsed time shall be used rather than calendar days.

d. Computation of basic entitlement.

(1) Travel of 24 hours or less. For continuous travel of 24 hours or less, the travel period shall be regarded as commencing with the beginning of the travel and ending with its completion, and for each 6-hour portion of the period, or fraction of such portion, one-fourth of the per diem rate for a calendar day will be allowed. However, per diem shall not be allowed when the travel period is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and begins before 6 a.m. or terminates after 8 p.m. (The proviso does not apply in the case of travel incident to a change of official station.)

(2) Travel of more than 24 hours. In computing the per diem in lieu of subsistence for continuous travel of more than 24 hours, the calendar day (midnight to midnight) shall be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel constituting a travel period, one-fourth of the rate for a calendar day shall be allowed for each period of 6 hours or fraction thereof. When change in per diem rate is made during a day, the rate of per diem in effect at the beginning of the quarter in which the change occurs shall continue to the end of that quarter.



e. Beginning and ending of entitlement. For computing per diem allowances official travel begins at the time the traveler leaves his home, office, or other point of departure and ends when the traveler returns to his home, office, or other point at the conclusion of his trip. However, when the time of departure is within 30 minutes prior to the end of a quarter day, or the time of return is within 30 minutes after the beginning of a quarter day, per diem for either such quarter day shall not be allowed in the absence of a statement with the travel voucher explaining the official necessity for the time of departure or return.

f. Deductions for meals and/or lodging furnished. Where meals and/or lodging are furnished without charge or at a nominal cost by a Federal Government agency at a temporary duty station, an appropriate deduction shall be made from the authorized per diem rate.



May 19, 1975

10. Paragraphs 1-8.1 thru 1-8.3 are revised as follows:

1-8.1. Authorization or approval.

a. General. Authority for reimbursement of actual and necessary subsistence expenses incurred during official travel is normally contingent upon the entitlement to per diem (see 1-7) and the determination that the authorized maximum per diem allowance would be inadequate to cover the actual and necessary expenses of the traveler. A traveler may be reimbursed for the actual and necessary expenses of the official travel when the maximum per diem allowance otherwise allowable is determined to be inadequate due to the unusual circumstances of the travel assignment, or for travel to high rate geographical areas. Heads of those agencies defined in 5 U.S.C. 5701, or their designees (see 1-8.3), shall authorize or approve reimbursement for the actual and necessary subsistence expenses of a traveler incurred during official travel in accordance with the provisions of this part.

b. Travel to high rate geographical areas. Actual subsistence expense reimbursement shall be authorized or approved whenever temporary duty travel is performed to or in a location designated as a high rate geographical area in 1-8.6, except when the high rate geographical area is only an intermediate stopover point at which no official duty is performed.

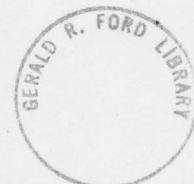
c. Unusual circumstances of the travel assignment. Actual subsistence expense reimbursement may be authorized or approved for specific travel assignments within and outside the conterminous United States when it is determined that maximum per diem allowance (see 1-7.2) would be inadequate due to the unusual circumstances of the travel assignment.

(1) The actual subsistence expense basis of reimbursement shall not be authorized or approved in instances in which the actual and necessary subsistence expenses exceed the maximum per diem allowable only by a small amount. The actual subsistence expense basis may appropriately be authorized or approved for travel assignments which otherwise meet conditions prescribed herein and by the head of the agency if, due to unusual circumstances:

(a) The actual and necessary subsistence expenses exceed the maximum per diem allowance (see 1-7.2) by 10 percent or more, or

(b) The traveler has no alternative but to incur hotel costs which absorb all or nearly all of the maximum per diem allowance (see 1-7.2),

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May 19, 1975

FPMR Temp. Reg. A- 11
Attachment A

since hotel accommodations constitute the major portion of necessary subsistence expenses.

(2) Notwithstanding the criteria outlined above, actual subsistence expense reimbursement shall not be authorized or approved solely on the basis of inflated lodging and/or meal costs since inflated costs are common to all travelers; some unusual circumstances of the travel assignment must be involved to cause the lodging and/or meal costs to be higher than those which normally would be incurred at a particular location (42 Comp. Gen. 440).

(3) Travel which involves unusual circumstances may include, but is not limited to, the following situations:

(a) The traveler attends a meeting, conference, or training session away from his official duty station where lodging and/or meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held) and the lodging costs, incurred because of such prearranged accommodations, absorb all or practically all of the maximum per diem allowance.

(b) The traveler, by reason of the assignment, necessarily incurs unusually high expenses in the conduct of official business such as for superior or extraordinary accommodations including a suite or other quarters for which the charge is well above that which he would normally have to pay for accommodations.

(c) The traveler necessarily incurs unusually high expenses incident to his assignment to accompany another traveler in a situation as described above.

d. Maximum to be stated in travel authorization. The amount per calendar day authorized by the agency or as prescribed herein for high rate geographical areas shall be stated in the travel authorization for a specific travel assignment.

e. Conditions warranting approval. If travel is performed without prior authorization or is authorized on a per diem basis and otherwise conforms to the provisions of this part, the actual and necessary subsistence expenses incurred may be approved within the authorized maximum rates as stated herein.

May 19, 1975

1-8.2. Authorized reimbursement.

a. Maximum daily reimbursement. When the actual subsistence expenses incurred during any one day are less than the daily rate authorized, the traveler will be reimbursed only for the lesser amount. The daily rate shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day shall be reviewed and allowed only to the extent determined to be reasonable by the agency concerned. The maximum amount of reimbursement for actual subsistence expense travel which may be authorized or approved for each calendar day or fraction thereof, is limited as follows:

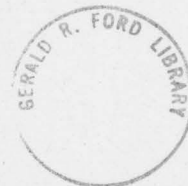
(1) For travel within the conterminous United States to designated high rate geographical areas, under the provisions of 1-8.1b, the maximum authorized rates have been set administratively as provided in 1-8.6. These are uniform maximum actual subsistence expense rates and are not subject to change by the agencies concerned. However, this does not preclude agency determination of other appropriate and necessary rates under 1-8.2a(2) if the travel to a high rate geographical area also involves unusual circumstances of the travel assignment.

(2) For travel within the conterminous United States involving unusual circumstances, the statutory maximum daily rate is \$50. Agencies shall determine appropriate and necessary daily maximum rates not to exceed this amount.

(3) For travel outside the conterminous United States involving unusual circumstances, the statutory maximum daily rate is \$21 per day plus the maximum per diem allowance officially established for the overseas locality in which the travel is performed (see 1-7.2). Agencies shall determine appropriate and necessary daily maximum rates not to exceed this limitation.

b. Allowable expenses. Actual subsistence expense reimbursement shall be allowed for the same type of expenses normally covered by the per diem allowance under the provisions of 1-7.1b.

c. Special rules for mixed travel (per diem and actual subsistence expense). Travel may be authorized or approved on both a per diem basis and an actual subsistence expense basis during a single trip when travel is performed in several locations including high rate geographical areas; however, only one method of reimbursement (per diem or actual subsistence expense) shall be authorized within the same day.



(1) Rate and method of reimbursement determined by location.

In instances of mixed travel involving both per diem and actual subsistence expense, or several high rate geographical areas, the method of reimbursement and authorized rate for a calendar day (beginning at 12:01 a.m.) shall be determined by the location where the lodgings are obtained for that day. For example, when a traveler performs travel in a per diem area for part of a day and completes that day's travel in a high rate geographical area where he performs official duty and obtains lodging, the traveler shall be reimbursed under the actual subsistence expense method for the entire day not to exceed the maximum rate prescribed for the high rate geographical area where the lodgings were obtained.

(2) Reimbursement for day of return. The method of reimbursement for the day of return to home or official station (where lodgings are not involved) shall be the same method of reimbursement authorized for the first day of travel. For example, if a traveler is authorized actual subsistence expense reimbursement for the first day of travel, reimbursement for the day of return to home or official station shall also be on an actual subsistence expense basis; if per diem is authorized for the first day of travel, per diem shall also be authorized for the day of return to home or official station.

(3) Reimbursement computation. A traveler's claim for reimbursement may include several different rates depending upon the location(s) in which travel is performed. See figure 1-8.2c for examples showing computation of mixed travel reimbursement.

1-8.3. Agency responsibilities, review, and administrative controls.

a. Delegation of authority. Heads of agencies may delegate, with provisions for limited redelegation, authority to authorize or approve travel on an actual subsistence expense basis.

(1) The delegation or redelegation of authority to authorize or approve travel on an actual subsistence expense basis due to unusual circumstances of the travel assignment shall be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for travel on the actual subsistence expense basis.



(2) Since travel to designated high rate geographical areas is automatically on an actual subsistence expense basis, the delegation or redelegation of authority to authorize or approve this type of travel should be at a lower administrative level than that stated in (1), above.

b. Review and administrative controls. Heads of agencies shall establish necessary administrative arrangements for an appropriate review of the justification for travel on the actual subsistence expense basis and of the expenses claimed by a traveler to determine whether they are allowable subsistence expenses and were necessarily incurred in connection with the specific travel assignment. Agencies shall ensure that travel on an actual subsistence expense basis is properly administered and shall take necessary action to prevent abuses.

1-8.4. Interruption of subsistence status.

a. Beginning and ending of leave. Except as stated below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, subsistence allowance shall terminate or begin at such time. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler shall be regarded as being in subsistence status until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence: Provided, that if after such leave of absence the traveler returns to a duty status at the same or different temporary duty station, lodging will be allowed only for the night preceding his first day's leave of absence or the night preceding his return to duty status.

b. Illness or injury. The provisions of 1-7.5b applicable to per diem in lieu of subsistence shall also apply to the allowance of subsistence expenses.

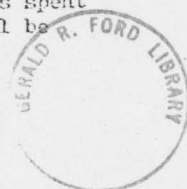
c. Fractional days of leave. Fractional leave of absence wholly within a day for half of the prescribed working hours or less shall be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours, no subsistence shall be allowed.

d. Nonworkdays. A traveler shall be considered to be in subsistence status on nonworkdays under the same rules as are applied in 1-7.5a(2) with respect to the payment of per diem.

e. Indirect-route or interrupted travel. Where for the traveler's convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the subsistence allowed shall not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See 1-2.5 and 1-11.5a(3).)

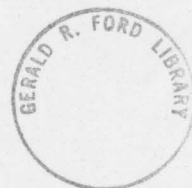
f. Return to official station for nonworkdays. At the discretion of the administrative officials, a traveler may be required to return to his official station for nonworkdays. In cases of voluntary return of a traveler for nonworkdays to his official station or his place of abode from which he commutes daily to his official station, the maximum reimbursement allowable for the round-trip transportation and actual subsistence en route shall be the necessary travel and subsistence expense which would have been allowable had the traveler remained at his temporary duty station.

1-8.5. Evidence of actual expenses. Actual and necessary subsistence expenses incurred on a travel assignment for which reimbursement is claimed by a traveler shall be itemized in a manner prescribed by the heads of agencies which will permit at least a review of the amounts spent daily for lodging, meals, and all other items of subsistence expenses. Receipts shall be required at least for lodging.



1-8.6. Designated high rate geographical areas. Pursuant to the provisions of 1-8.1b and 1-8.2a(1), for temporary duty travel to or within the cities designated as high rate geographical areas below, a traveler automatically shall be placed in an actual subsistence expense status and shall be reimbursed for the actual and necessary subsistence expenses incurred not to exceed the maximum rate prescribed for the particular geographical area involved.

<u>Designated High Rate Geographical Areas</u>	<u>Prescribed Maximum Daily Rates</u>
Boston, MA (all locations within the corporate limits of Boston and Cambridge, MA)	\$38
Chicago, IL (all locations within the corporate limits thereof)	\$39
Los Angeles, CA (all locations within the corporate limits of the City of Los Angeles)	\$37
New York, NY - all locations within the:	
Boroughs of Brooklyn and Queens	\$39
Boroughs of Manhattan, Bronx, Staten Island	\$50 ✓
San Francisco, CA (all locations within the corporate limits of San Francisco and Oakland, CA)	\$39 ✓
Washington, DC (all locations within the corporate limits of Washington, DC; and the County of Arlington and the City of Alexandria, VA)	\$42



May 19, 1975

REIMBURSEMENT COMPUTATION FOR MIXED TRAVEL
(PER DIEM AND ACTUAL SUBSISTENCE EXPENSE)

Itinerary

8/5 Depart residence 7 a.m., enroute to Atlanta
8/6 Depart Atlanta 4 p.m., enroute to Washington, DC (high rate geographical area)
8/7 TDY - Washington, DC
8/8 Depart Washington, DC, 11 a.m., enroute to Chicago (high rate geographical area)
8/9 Depart Chicago 3 p.m., arrive residence 6 p.m.

Reimbursement

8/5 3/4 day per diem = \$22.50 (Atlanta)*
8/6 Actual expenses (based on where lodgings are obtained)
Atlanta Breakfast \$ 2.15
Lunch 3.75
Washington, DC Dinner 6.40
Lodging 28.50
\$40.80
8/7 Actual expenses
Washington, DC Breakfast \$ 1.95
Lunch 3.95
Dinner 7.00
Lodging 28.50
\$41.40
8/8 Actual expenses
Washington, DC Breakfast \$ 1.85
Chicago Lunch 2.75
Dinner 5.95
Lodging 26.00
\$36.55
8/9 3/4 day per diem = \$22.50 (day of return to official station based on 1st day travel status)*

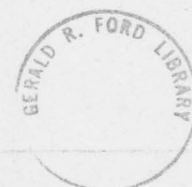
* Lodgings-plus method

Atlanta \$16 Lodging
\$14 Meals and miscellaneous rate
\$30 Per diem rate

Summary

1 1/2 days at \$30.00	\$ 45.00
1 day actual expense	40.80
1 day actual expense	41.40
1 day actual expense	36.55
Total claimed	\$163.75

Figure 1-8.2c. Illustration of computation of reimbursement for mixed travel (per diem and actual subsistence expense)
(Part 1 of 3)



REIMBURSEMENT COMPUTATION FOR MIXED TRAVEL
(PER DIEM AND ACTUAL SUBSISTENCE EXPENSE)Itinerary

9/7 Depart residence 2:00 p.m., enroute to San Francisco (high rate geographical area)
 9/8 TDY - San Francisco
 9/9 Depart San Francisco 4:15 p.m., enroute to Las Vegas
 9/10 TDY - Las Vegas
 9/11 Depart Las Vegas 11:00 a.m., enroute to Denver
 9/12 Depart Denver 9:05 a.m. via Chicago, arrive residence 3:45 p.m.

Reimbursement

9/7	Actual expense		
	San Francisco	Dinner	\$ 4.75
		Tips to porter	1.00
		Lodging	25.00
			<u>\$30.75</u>
9/8	Actual expense		
	San Francisco	Breakfast	\$ 2.10
		Lunch	3.25
		Dinner	6.00
		Lodging	25.00
		Tips to porter	1.00
			<u>\$37.35</u>
9/9	1 day per diem = \$31.00 (Las Vegas)* (based on where lodgings are obtained)		
9/10	1 day per diem = \$31.00 (Las Vegas)*		
9/11	1 day per diem = \$31.00 (Denver)*		
9/12	Actual expense (day of return to official station based on 1st day of travel status)		
	Denver	Breakfast	\$ 2.25
	Chicago	Lunch	3.10
			<u>\$ 5.35</u>

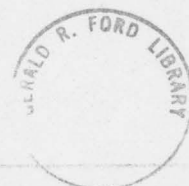
* Lodgings-plus method

Las Vegas	\$16 Lodging
Las Vegas	\$16 Lodging
Denver	\$17 Lodging
	\$49 ÷ 3 nights = \$16.33 Average cost of lodging
	+ \$14.00 Meals and miscellaneous rate
	\$30.33 (rounded to \$31 per diem rate)

Summary

3 days at \$31.00	\$ 93.00
1 day actual expense	30.75
1 day actual expense	37.35
1 day actual expense	5.35
Total claimed	<u>\$166.45</u>

Figure 1-8.2c. Illustration of computation of reimbursement for mixed travel (per diem and actual subsistence expense)



May 19, 1975

REIMBURSEMENT COMPUTATION FOR MIXED TRAVEL
(PER DIEM AND ACTUAL SUBSISTENCE EXPENSE)

Itinerary

10/1 Depart residence 8:00 a.m., enroute to Harrisburg, PA
10/2 TDY - Harrisburg
10/3 Depart Harrisburg 9:00 a.m., enroute to Philadelphia, PA (unusual circumstances)
10/4 Depart Philadelphia 3:15 p.m., arrive residence 5:35 p.m.

Reimbursement

10/1 3/4 day per diem = \$24.00 (Harrisburg)*
10/2 1 day per diem \$32.00 (Harrisburg)*
10/3 Actual expense (Philadelphia) (based on where lodgings are obtained)
Harrisburg Breakfast \$ 1.55
Philadelphia Lunch 3.15
Dinner 4.95
Lodging 25.00
\$34.65

10/4 3/4 day per diem = \$24.00 (day of return to official station based on 1st day travel status)*

* Lodgings-plus method

Harrisburg \$18 Lodging
Harrisburg \$18 Lodging
\$36 ÷ 2 nights = \$18.00 Average cost of lodging
\$14.00 Meals and miscellaneous rate
\$32.00 Per diem

Summary

2 1/2 days at \$32.00 \$ 80.00
1 day actual expense 34.65
Total claimed \$114.65

Figure 1-8.2c. Illustration of computation of reimbursement for mixed travel (per diem and actual subsistence expense)
(Part 3 of 3)

1-33

PART 9. MISCELLANEOUS EXPENSES

1-9.1. Expenses allowable.

a. Miscellaneous expenses. Charges for necessary stenographic or typing services or rental of typewriters in connection with the preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business shall be allowed when authorized or approved.

b. Hire of a room. When necessary to engage a room at a hotel or other place to transact official business, a separate charge therefor shall be allowed when authorized or approved. (See 1-11.3c(8).)

c. Fees relating to travel outside the conterminous United States. The following items of expense may be authorized or approved:

(1) Conversion of currency. Commissions for conversion of currency in foreign countries. (See 1-11.5e.)

(2) Check cashing costs. Charges covering exchange fees for cashing United States Government checks or drafts issued for the reimbursement of expenses incurred for travel in foreign countries. (See 1-11.5e(1).) Exchange fees incurred in cashing checks or drafts issued in payment of salary shall not be allowed in travel expense accounts.

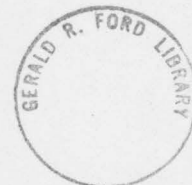
(3) Travelers checks. Costs of travelers checks purchased in connection with travel outside the limits of the conterminous United States. The amount of the checks may not exceed the amount reasonably needed to cover the reimbursable expenses incurred.

(4) Travel document costs. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity, and of affidavits and charges for inoculation which cannot be obtained through a Federal dispensary.

d. Other expenses. Miscellaneous expenditures not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, shall be allowed when approved.

1-9.2. Payment to Government employees. Neither payment nor reimbursement shall be allowed under any agreement made by the traveler with an employee of the Government for personal services.

1-9.3. Payment and reimbursements. Where cash payment is made for services covered by 1-9, reimbursement for the charges actually made may be allowed provided the voucher shows the quantity, unit, and unit price. (See 1-11.3c.) If cash payment is not made, the account shall be approved by the traveler, certified by the payee, and forwarded to the administrative office for approval and payment direct to the person who rendered the service. The account must show the dates of service, quantity, unit, unit price, and any other particulars that may be needed for a clear understanding of the charge. If a Government voucher form is not used, care should be taken that each account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certificate by the payee: "I certify that the foregoing account is correct and just and that payment therefor has not been received."



PART 10. SOURCES OF FUNDS

1-10.1. Employee to provide funds. Employees traveling on official business shall provide themselves with funds for all current expenses. However, transportation request forms and travel advances as authorized by 1-10.2 and 1-10.3, respectively, should be used to reduce the need of travelers to use their own money.

1-10.2. Common carrier transportation.

a. Transportation request forms.

(1) Regulations governing use of forms. Standard Form 1169, United States of America Transportation Request, is prescribed by the Comptroller General of the United States, and procedures for its use are included in the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 5, Transportation.

(2) Use of transportation request form. Transportation request forms are to be used only for official travel. Where for personal reasons a traveler uses an indirect route or accommodations superior to those authorized, he shall pay cash for the excess amounts including the applicable share of the Federal transportation tax. (See 1-2.5b.)

(3) Lost or stolen transportation requests. When a transportation request form in the possession of a traveler is lost or stolen, an immediate report is to be made to the administrative office in the manner prescribed by the agency concerned. If a traveler recovers the form subsequent to submitting a report, it shall not be used but shall be transmitted to the administrative office. A traveler may be held liable for any expenditure of the Government caused through negligence on his part in safeguarding transportation request forms.

b. Cash payment for transportation. Agencies may require by regulation that travelers pay cash for official passenger transportation in appropriate circumstances and within reasonable limits. Cash payments should be made when the amounts involved are \$1 or less, plus Federal transportation tax. Receipts for such cash payments shall not be required. Cash payment of transportation expenses regardless of cost is authorized when employees secure group or excursion tickets available through travel agents. In that instance receipts shall be required. (See 1-3.4b(2), 1-10.3a and 1-11.5c(3).)

1-10.3. Advance of funds.

a. Authority. The head of each agency or his designated representative may advance, through proper disbursing officers to any person entitled to per diem, mileage allowances, or subsistence expenses, or for the procurement of transportation by group or charter under 1-3.4b, any sums as may be deemed advisable considering the character and probable duration of the travel to be performed or the cost of the transportation to be paid for by the employee. As a general rule, advances shall be held to a minimum and allowed only when it is indicated that an advance is warranted.

b. Funds chargeable. Advances to travelers shall be chargeable to the appropriation or other funds available for the payment of the traveler's expenses.

c. Recovery of advances.

(1) Deduction from vouchers. It shall be the responsibility of the head of each agency or his designee to ensure that the amount previously advanced is deducted from the total expenses allowed or that it is otherwise recovered. In instances where the traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on specific authorizations, the full amount of travel expenses allowed may be reimbursed to that traveler without any deduction of his advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, the traveler shall be paid the net amount. In the event the advance exceeds the reimbursable amount, the traveler shall refund immediately the excess.

(2) Direct refunds. In the event of cancellation or indefinite postponement of authorized travel, the head of the agency or his designee shall take immediate steps to secure the refund of any advances that may have been made.



(3) Other means of recovery. Outstanding advances which have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler shall be recovered promptly by a setoff of salary due or retirement credit or otherwise from the person to whom it was advanced, or his estate, by deduction from any amount due from the United States, or by any other legal method of recovery that may be necessary. Salary or other amounts due shall be considered ahead of the retirement credit. In view of the protections which are specifically included in the law travelers, under normal circumstances, shall not be required to furnish bonds in order to obtain travel advances. However, the protections in the law do not preclude the requiring of bonds or other security by agencies when the interests of the United States would not otherwise be fully protected.

d. Accounting for advances. The accounting for cash advances for travel purposes, recovery, and reimbursements shall be in accordance with procedures prescribed by the General Accounting Office (General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures).

1-10.4. Use of foreign currencies. Travelers to, in, and from foreign countries will use excess and near-excess foreign currencies owned by the United States for paying expenses of official travel, including payments to carriers providing service under Government transportation requests and bills of lading and for subsistence and other local expenses. The use of such currencies is prescribed by the Office of Management and Budget (OMB) Circular A-20, and a list of excess and near-excess foreign currencies is published periodically in OMB bulletins. The Department of State also issues an informational "Foreign Currency Bulletin" series concerning the use of foreign currencies. It is essential that travelers to, in, and from foreign countries and persons authorizing such travel be familiar with the latest version of these issuances. The OMB leaflet containing general guidance for using excess and near-excess foreign currencies should be furnished to travelers prior to the time foreign travel arrangements are made.

10/20/73
1-32



PART 11. CLAIMS FOR REIMBURSEMENT

1-11.1. Fraudulent claims. A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith, 28 U.S.C. 2514. In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001). Traveler's claims for reimbursement shall accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided.

1-11.2. Records of travel and expenses. All persons authorized to travel on business for the Government (see certificate on travel voucher form) should keep a record of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred and the date. The information thus accumulated will be available for the proper preparation of travel vouchers.

1-11.3. Travel vouchers and attachments.

a. Use of authorized form. All claims for the reimbursement of traveling expenses shall be submitted on authorized reimbursement forms and must be itemized and stated in accordance with these regulations unless, for special reasons, compliance with certain provisions has been waived or modified by written determination of the Administrator of General Services.

b. Evidence of authorization. The travel voucher must be supported by a copy of the travel authorization. If the travel authorization has been filed or attached to a previous voucher, reference to the previous voucher shall be made.

c. Receipts required. Receipts are required for allowable cash expenditures in amounts in excess of \$15, plus any applicable tax. When receipts are not obtainable, the expenditures shall be explained on the voucher. Receipts are required for the following:

(1) Excess baggage. The receipt shall indicate the weight of the baggage and the points between which the baggage was moved. (See 1-5.3a.)

(2) Baggage, transfer, and checking charges. (See 1-5.3b and d.)

(3) Clerical assistance. (See 1-9.1a.)

(4) Fees relating to travel outside the conterminous United States. (See 1-9.1c.)

(5) Hire of special conveyance such as livery, boat, automobile (not taxicabs locally), aircraft, etc. (See 1-3.2.) Livery and other special transportation receipts must describe the service hired, the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated. A receipted bill or other form of receipt will be accepted, provided it is made out to show the period and service rendered or articles purchased and the unit price.

(6) Miscellaneous expenses allowable under 1-9.1d.

(7) Operating expenses of privately owned conveyance, such as gasoline, oil, garage and hangar rent, feeding and stabling of horses. (See 1-4.6.)

(8) Rental of rooms for official business. (See 1-9.1b.)

(9) Rental of typewriters. (See 1-9.1a.)

(10) Services, personal, such as guides, interpreters, packers, and drivers of vehicles. (See 1-9.1a.)

(11) Services, stenographic and typing. (See 1-9.1a.)

(12) Shipments, freight, or express, regardless of amount. (See 1-5.5.)



- (13) Steamer chairs, steamer cushions, and steamer rug. (See 1-2.1.)
- (14) Storage of baggage or property. (See 1-5.3c.)
- (15) Telegrams, cablegrams, radiograms. (See 1-6.6b.)
- (16) Telephone messages, long distance, except that where a coin box telephone is used and it is so stated in the travel voucher, a receipt shall not be required. (See 1-6.5.)
- (17) Copies or records, etc., furnished by State officials (clerks of courts, etc.). (See 1-9.1d.)

d. Lack of receipt.

(1) Impracticable to obtain. If it is impracticable to furnish receipts in any instance as above required, the failure to do so must be fully explained in the travel voucher. Mere inconvenience in the matter of taking receipts shall not be considered. In no case shall a receipt be taken in duplicate, except as provided in 1-4.6c.

(2) Confidential expenditure. When the duties of the traveler are of a confidential nature and the public interest so requires, the requirements for receipts may be waived by the appropriate administrative official.

1-11.4. Submission of voucher. Agencies are authorized to prescribe the manner in which travelers are to submit reimbursement vouchers, the number of copies required, and the time of submission. Only the original of the voucher is required to be signed by the traveler.

1-11.5. Preparation of voucher.

a. Itemization.

(1) Chronological order. Expenses incurred shall be itemized on travel reimbursement vouchers in chronological order except that agencies may authorize travelers to enter total amounts spent during a voucher period for local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees.

(2) Leave of absence. When leave of absence of any kind is taken while an employee is in a travel status, the exact hour of departure from and return to duty status must be shown on the travel voucher.

(3) Indirect-route travel. The travel voucher should set forth the details of the expenses actually incurred, the hour of departure from post of duty, and the hour of arrival at place of duty. Where leave has been taken while in travel status, the date and time that leave began and terminated should be shown.

(4) Suspended items. Items suspended from previous travel vouchers and reclaimed (see 1-11.7) must be stated after all other items have been listed.

(5) Receipts attached chronologically. Receipts must be numbered consecutively, commencing with No. 1 for each account.

b. Subsistence claims.

(1) Per diem. Itemization of subsistence expenses must not be made in the travel voucher where a per diem is allowed under 1-7. The exact period for which per diem is claimed must be stated.

(2) Actual subsistence expenses. When actual subsistence reimbursement is authorized under 1-8, claims shall be submitted in accordance with agency requirements issued under 1-8.5.



c. Transportation expenses.

(1) Transportation requests. The travel voucher must show in the space provided for such information on the voucher form the serial numbers of the transportation requests issued with dates of travel, the points of departure and destination, classes of service used, name of transportation company, and the value of the transportation secured.

(2) Special conveyance. When a special conveyance or a privately owned conveyance is used, the travel voucher must show the dates and points of travel and the kind of conveyance used. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance shall be shown. When transportation is authorized by a privately owned conveyance on an actual expense basis, a statement shall also be furnished showing the make of the automobile used; the quantity of gasoline and oil consumed and places between which the travel was performed; the distance traveled and unit price per gallon or quart paid; and whether all gasoline, oil, garage rent, feed and stabling of horses, and bridge, ferry, or other tolls for which claim is made were used or occasioned by official travel.

(3) Cash payment for common carrier fare. Where claim is made for common carrier transportation obtained with cash, the travel voucher must show the amount spent, including Federal transportation tax, and the mode and class of transportation used.

d. Reporting payments to other employees. Reimbursement shall not be allowed for payments made to other Government employees for transportation expenses, except in cases of necessity, which shall be satisfactorily explained. (See 1-4.5.)

e. Foreign travel.

(1) Claims for exchange fees. Charges for cashing United States Government checks issued in reimbursement of expenses incurred for travel in foreign countries shall be allowed in subsequent vouchers. (See 1-9.1c(2).)

(2) Foreign currencies used. Persons traveling in foreign countries should report their expenditures by items in the money of the country in which the expenditures were made. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.

f. Erasures and alterations. Erasures and alterations in totals on travel vouchers must be initialed by the traveler, and erasures and alterations in the totals on receipts must be initialed by the person who signed the receipt.

1-11.6. Administrative approvals.

a. Administrative approval of the voucher. The administrative approval of the voucher shall constitute the approvals required in:

- (1) Return to official station due to illness or injury (1-2.4 and 1-7.5b(4)).
- (2) Use of a privately owned conveyance on an actual expense basis (1-4.6b).
- (3) Excess baggage charges (1-5.2).
- (4) Continuation of per diem during leave of absence due to illness or injury (1-7.5b(1)).
- (5) Continuation of actual subsistence during leave of absence due to illness or injury (1-9.4b).
- (6) Charges for arranging reservations of accommodations (1-6.4).



b. Authorization or approvals specifically stated. Except as listed above, the authorizations or approvals required by these regulations must be specifically stated in agency regulations, travel orders, or reimbursement vouchers. Such authorization or approvals include:

- (1) Authority for travel (1-1.4).
- (2) Travel required to places where meals are obtained (1-2.3b).
- (3) Taxicab fares between residence and office on day travel is performed (1-2.3a).
- (4) Taxicab fare between residence and office in cases of necessity (1-2.3e).
- (5) Taxicab for local travel (1-3.1a).
- (6) Rental of automobile or special conveyance (1-3.2a).
- (7) Hire of a conveyance from another employee or member of employee's family (1-3.2d).
- (8) Use of accommodations superior to lowest first-class (1-3.3a).
- (9) Use of extra fare planes and trains (1-3.4a).
- (10) Use of higher cost service when lower cost service is available on same mode of transportation (1-3.4c).
- (11) Use of foreign airplanes (1-3.6b(3)).
- (12) Use of a privately owned conveyance when it is advantageous to the Government (1-4.1a).
- (13) Use of a privately owned vehicle when use of common carrier transportation is most advantageous to the Government (1-4.3).
- (14) Use of a privately owned vehicle when use of a Government-owned vehicle would be most advantageous to the Government (1-4.1a).
- (15) Exception from the lodgings-plus method of setting per diem (1-7.3c).
- (16) Additional per diem when travel en route is 6 hours or more (1-7.4b(3)).
- (17) Reimbursement of actual subsistence expense (1-8.1).
- (18) Maximum daily reimbursement (1-8.2).
- (19) Miscellaneous expenses (1-9.1a).
- (20) Hire of a room (1-9.1b).
- (21) Fees relating to travel outside conterminous United States (1-9.1c).
- (22) Payment of account when agency billed direct (1-9.3).
- (23) Waiver of requirements for receipts (1-11.3d(2)).
- (24) Waiver of itemization for local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees (1-11.5a(1)).

1-11.7. Suspension of charges. Items in travel vouchers not stated in accordance with these regulations or not properly supported by receipts when required shall be suspended, and the notification of such action shall indicate the reasons therefor. Such items as may be subsequently allowable shall be included in a subsequent regular or supplemental travel voucher. Full itemization shall be required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy thereof.

TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT The Executive Office of the President, White House		VOUCHER NO.
PAYEE'S NAME Fernando E. C. De Baca		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) 1255 New Hampshire Ave., N. W. - Apt. 1015 Washington, D. C. 20036		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 7/25/75	TO (DATE) 7/27/75	CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO.	DATE	CASH PAYMENT OF \$ RECEIVED (DATE)
	Amount to be applied	
	Balance to remain outstanding	(Signature of Payee)

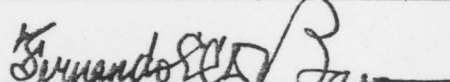
TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
FO-592-764 (copy attc.)	261.10	TWA	Y	7/23	Washington, D. C.	Albuquerque, N.M.
					and return	

** Certified correct. Payment or credit has not been received.

July 30, 1975

(Date)


 (Signature of Payee)
AMOUNT
CLAIMED

Dollars Cts

Approved. Long distance telephone calls are certified as necessary in the interest of the Government.

(Date)

*** (Approving Officer)

NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY
VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)

Certified correct and proper for payment:

DIFFERENCES:

Total verified correct for charge to appropriation (s)
(initials)

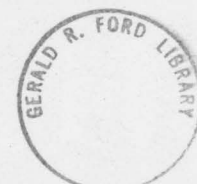
Applied to travel advance (appropriation symbol)

(Date)

(Authorized Certifying Officer)

NET TO
TRAVELER

ACCOUNTING CLASSIFICATION



* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; *id.* 1001).

*** If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

[illegible]

DATE 19 <u>75</u>	NATURE OF EXPENSE*	AUTHORIZED MILEAGE RATE _____¢		AMOUNT CLAIMED			
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER	
7/25	Depart residence for National Air- port via taxi 7:00 AM						
	Taxi fare					4	50
	Depart Airport for Albuquerque, New Mexico 8:00 AM						
	Arrive Albuquerque , New Mexico 11:33 AM						
	Taxi fare from Airport to Albuquerque Hilton Hotel						
						2	40
7/25 & 26	Lodging two nights at A. Hilton (receipt attached)					22	80
7/27	Depart Albuquerque Hilton Hotel for Albuquerque Airport via taxi 7:00 AM						
	Taxi fare						
						2	40
	Depart Airport for Washington, D. C. 8:00 AM						
	Arrive Washington, D. C. 4:10 PM						
	Taxi fare from National Airport to residence						
	Arrive at residence 5:00 PM						
						4	50
	Two and one-half days subsistence @ \$14 per diem					35	00

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)

☆U.S.Government Printing Office: 1974 0-551-378

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee.

Issued By SOLD SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON

PASSENGER TICKET
AND BAGGAGE CHECK
PASSENGER'S COUPON

5823151096

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

NAME OF PASSENGER

NOT TRANSFERABLE

ORIGIN

DESTINATION

1	2	3	4	ORIGINALLY ISSUED AGAINST BY AGENTS NUMERIC CODE	AT	ON DATE	FR
1	2	3	4	TICKET DESIGNATOR & TOUR CODE	THIS TICKET ISSUED IN EXCHANGE FOR		

NOT GOOD FOR PASSAGE				FARE BASIS	ALLOW	CARRIER	FLIGHT/CLASS	DATE	TIME	STATUS
FROM	TO	FARE	TAX							
FROM	TO	FARE	TAX							
FROM	TO	FARE	TAX							
FROM	TO	FARE	TAX							

FARE	CV	TOTAL	CV	ROUTE CODE	ENCODE	CPN	AIRLINE CODE	FORM AND SERIAL NUMBER	CK
241.7								5823151096 0	
TAX									
12.0									
253.7									

Agent 565730
CONJUNCTION TICKET(S)

FORM OF PAYMENT

ENDORSEMENTS (Criben)

4019 121 736 587

02/76*BAC

PERMITS TO ENTER BACA

7953342 ALB HIL

130050951200TOM

7120580902 2177

4630114629-7073

DATE
AUTHORIZATION CODE
CK/BILL NO. CASH IN.

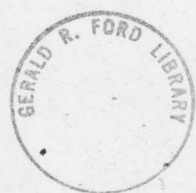
DESCRIPTION	AMOUNT
CHECK OR BILL AMOUNT	
TAX	
TIPS & MISC.	
TOTAL	22.80

REFER TO AGREEMENT ON REVERSE SIDE.
PLEASE RETAIN COPY FOR STATEMENT VERIFICATION.

SALES
DRAFT

CARDHOLDER'S SIGNATURE

412



August 1, 1975

Dear Helen:

Thank you for your assistance again in guiding this office in preparing travel vouchers to cover my expenses. We appreciate having the information on changes to Federal Travel Regulations.

You will note that this voucher being submitted for reimbursement is dated July 30 for a trip made July 25-27, 1975. That's a great improvement on the last ones we sent you for processing--dating from December 3, 1974--and submitted to your office May 20, 1975!

I just want to say again, thank you for your help.

Sincerely,

Fernando E. C. De Baca
Special Assistant to the President

Ms. Helen Hughes
Room 04, OEB

mmd:d:8/1/75



DEPARTMENT, BUREAU, OR ESTABLISHMENT		VOUCHER NO.	
Executive Office of the President, White House Office			
PAYEE'S NAME		SCHEDULE NO.	
Fernando E.C. De Baca			
MAILING ADDRESS (Including ZIP Code)		PAID BY	
1255 New Hampshire Avenue, N.W. Apt. 1015 Washington, D.C. 20036			
OFFICIAL DUTY STATION	RESIDENCE		
Washington, D.C.	Washington, D.C.		
FOR TRAVEL AND OTHER EXPENSES FROM (DATE)	TO (DATE)	TRAVEL ADVANCE	CHECK NO.
5/1/75	5/2/75	Outstanding \$ -0-	
APPLICABLE TRAVEL AUTHORIZATION(S) NO.	DATE	Amount to be applied	CASH PAYMENT OF \$ RECEIVED (DATE)
		Balance to remain outstanding \$ -0-	(Signature of Payee)

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-

** Certified correct. Payment or credit has not been received.

AMOUNT CLAIMED 	Dollars	Cts

Approved. <i>Long distance telephone calls are certified as necessary in the interest of the Government.</i>		DIFFERENCES:	

(Date)	*** (Approving Officer)	-----	

NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY			Total verified correct for charge to appropriation(s) (initials) -----		
VOUCHER NO.	D.O. SYMBOL	DATE (MONTH-YEAR)			

Certified correct and proper for payment:	Applied to travel advance (appropriation symbol)		
---	--	--	--

(Date) (Authorized Certifying Officer) NET TO TRAVELER →

***If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).

PREVIOUS-TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD (LOCATION)	(DATE OF ARRIVAL)
---	-------------------

[illegible]

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)

☆U.S.Government Printing Office: 1974 0-551-378

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

