

Miscal. Memos

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WAR RELOCATION AUTHORITY

OFFICE MEMORANDUM

To: Mr. John J. O. Moore

Date: December 23, 1942

From: H. F. Halliday

Subject: Travel Grants

for employees

Attached hereto is a supply of form GR-FI which should be used in submitting applications for any travel grants payable for travel to be performed by evacuees for which WRA can furnish funds under our Administrative Instructions.

The following comments are offered with respect to the use of the form in order to assist in expediting accurate completion of grants:

1. A separate form should be furnished to the Budget and Finance Division in original for each traveler.
2. "Date Effective and Termination Date" - Show time and date of departure and arrival. If travel is to be performed by any means other than common carrier, it is especially important to show both the date and time of departure and the date and time of termination of travel.
3. "Purpose of Travel" - If reason is other than one for which WRA may pay, a travel grant cannot be allowed, and case must be handled in usual public assistance manner.
4. "Proposed Mode of Travel" - Clarify as follows:
 - a. Does traveler request or propose to travel by train?
 - (1) Chair car on going and return portion?
 - (2) By a Pullman which calls for first class fare, or will traveler pay own berth fare?
 - b. If travel not by train, detail other mode of travel such as private or Government car or truck or by bus.
 - c. Does traveler propose to pay for own meal while enroute?
 - d. In cases of travel on other than official WRA business, is traveler able to pay subsistence costs (meals and lodging) while at destination? If not, what is the length of stay at destination, and will public assistance grant be made to cover expenses during stay at destination?

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- e. If proposed trip is on official Government business and travel time enroute appears excessive, justify with a clarifying statement.

The Budget and Finance Section expects twenty-four hours from the time an Application for Travel allowance is submitted in order to complete voucher and make cash payments to the proposed traveler or travelers.

Your cooperation will be appreciated.

Signed: H. F. Halliday

GR-FI-

FOR THE WAR RELOCATION AUTHORITY

AMACHE, COLORADO

REQUEST FOR TRAVEL GRANT

Date _____

Date effective: _____ Terminate Approximately _____

Travel from: _____ To: _____

Purpose of Travel (Justify in Detail): _____

Proposed Mode of Travel: _____

Signature of Applicant _____

Approved _____

Title _____

Checked by: _____

FOR BUDGET AND FINANCE SECTION ONLY

AMCHIEF, COLORADO

Appropriation Symbol and Title _____

Object _____

One Way Fare \$ _____

Round Trip Fare \$ _____

Number and Cost of Meals () \$ _____

Pullman Cost \$ _____

Room Cost \$ _____

Total Cost of Trip \$ _____

Time of Departure: _____ Time of Arrival at Destination _____

Time of Departure from Destination _____ Time of Arrival to Project _____

Remarks:

Checked by:

Signature of Applicant
Approved
Title