

**REQUEST AND AUTHORIZATION FOR CIVILIAN TRAVEL AT GOVERNMENT EXPENSE**

(REQUEST)

3. NAME OF TRAVELER <b>Mr. Ai Chi Sai</b>	4. POSITION TITLE <b>Research Analyst</b>
5. FORCE, SERVICE, AND OFFICE <b>Office, Chief of Staff MIS, Military Branch</b>	6. PRESENT DUTY STATION AND LOCATION <b>Washington, D. C.</b>
7. FROM— <b>Washington, D. C.</b>	8. TO— <b>Camp Ritchie, Maryland</b>

- For Permanent Duty.  
 For Temporary Duty, in connection with  
**MIS activities**

9. BEGINNING ON OR ABOUT <b>13 March 1946</b>	10. APPROXIMATE NUMBER OF DAYS <b>thirty (30)</b>
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11. METHOD OF TRAVEL:
- (a)  Common carrier or Government-owned vehicle other than military aircraft.
  - (b)  Privately owned vehicle at the rate of \_\_\_\_\_ cents per mile. It has been administratively determined that this method of travel is the most economical and advantageous to the Government.
  - (c)  Commercial and military plane, priority class \_\_\_\_\_
  - (d)  Commercial plane directed and necessary to accomplish emergency war mission. (Par. 3, AR 55-120)
  - (e)  Other (specify) or (enter justification for air priority in Item C).

12. PER DIEM ALLOWANCE: Within Continental U. S., \$ **3.00** Outside Continental U. S., \$ \_\_\_\_\_  
 [When travel is by privately owned vehicle for permanent change of station, per diem allowance is requested only for the time necessary for the most direct route of travel by common carrier between old and new station.]

13. SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS (travel for permanent duty only):

I certify that I have dependents living with me and I request the maximum weight allowance.

Authority  is  is not requested for shipment at Government expense of household goods and personal effects, including packing, crating, unpacking, and uncrating within the prescribed weight allowance. (See Item III on reverse side.)

(Signature of traveler) \_\_\_\_\_ **/s/ R. C. DICKENS**  
 (Signature)

14. SIGNATURE OF REQUESTING OFFICIAL \_\_\_\_\_  
**Lt Colonel, Inf**  
 (Rank and Title)

15. ADMINISTRATIVE APPROVAL (TO BE USED AT DISCRETION OF FORCE OR ACTIVITY) \_\_\_\_\_  
 (Signature)

(AUTHORIZATION)

16. AUTHORITY NO. <b>146</b>	17. AGENCY <b>O. C. S.</b>	18. DATE <b>13 March 1946</b>
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19. EXPENSES AUTHORIZED ARE CHARGEABLE TO: **601-1 P 432-02 A 212/60425 S 99-999**

20. APPROVED WITH EXCEPTIONS NOTED BELOW, UNDER AUTHORITY OF THE SECRETARY OF WAR DATED **1 Jul 45 (CPR No. 155)**  
 THE TRAVEL TO BE PERFORMED IS NECESSARY IN THE PUBLIC SERVICE AND IS NOT FOR THE TRAVELER'S CONVENIENCE.

21. REMARKS: **Extension of travel order Authority No. 91 dated 9 February 1946**

22. **DWIGHT D. EISENHOWER**  
**Chief of Staff**  
 (By (order/command) of)  
**13 March 1946**  
 (Date)

**J. HUBBARD**  
**Lt Col, GSC**  
 (Signature of Authorizing Official)  
**Chief, Pers & Adm Br**  
 (Rank and Title)

IF ADDITIONAL SPACE IS NEEDED TO COMPLETE ANY ITEM, USE CONTINUATION SPACE ON BACK OF FORM



3. NAME OF TRAVELER: Mr. Al Chi Sai  
 4. POSITION TITLE: Research Analyst  
 5. FORCE, SERVICE AND OFFICE: MIS, Military Branch, Office, Chief of Staff  
 6. PRESENT DUTY STATION AND LOCATION: Washington, D. C.  
 7. FROM: Washington, D. C.  
 8. TO: Camp Ritchie, Maryland

**INFORMATION FOR THE TRAVELER**

**I. PER DIEM IN LIEU OF SUBSISTENCE**

Per diem begins on the hour an employee enters travel status and terminates on the hour he leaves travel status. It is computed on a calendar day basis—midnight to midnight. For fractional days, one-fourth of the daily rate is allowed for each period of 6 hours or fraction of 6 hours. The following charges in connection with official travel should be paid from per diem:

1. Meals.
2. Lodgings.
3. Baths.
4. Laundry.
5. Fans and fires in rooms.
6. Personal use of room during daytime.
7. Telegrams and telephone calls reserving hotel accommodations.
8. All fees and tips.
9. Cleaning and pressing of clothing.
10. Transportation between places of lodging or where meals are taken and places of duty.

**II. TRANSPORTATION REQUESTS**

Except in emergencies, transportation requests, furnished by the transportation officer, should be used to procure transportation on public carriers including aircraft, and parlor car or sleeping car service.

1. Ink or indelible pencil must be used in filling out transportation requests.
2. Unused transportation requests must be returned without delay to the issuing officer.
3. Responsibility for requesting round-trip tickets on transportation requests AND FOR RECEIVING THEM rests entirely with the traveler.
4. The issue of a transportation request after the travel has been performed is prohibited.
5. In case of errors requiring erasures, the request must be canceled and a new one issued.
6. Carbon copies of transportation requests used must be submitted with vouchers requesting reimbursement for per diem and travel expenses.
7. Travelers should enter on the space provided after "authorization or object" the number of the travel order, initials of the issuing agency, and date of authorization as found on line 16 on the travel order.
8. All points at which stopover is authorized or necessary must be entered on the via line on transportation requests issued for rail travel.

**III. SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS WHEN AUTHORIZED ON TRANSFER OF PERMANENT DUTY STATION**

1. Maximum weight allowance TYPE OF SHIPMENT	EMPLOYEES WITH DEPENDENTS LIVING WITH THEM	WITHOUT DEPENDENTS
	Shipment by rail only	6,250 pounds.
Shipment by motor freight only	5,000 pounds.	2,500 pounds.
Shipment involving transportation by vessel over all or part of the route	10,000 pounds.	5,000 pounds.

2. If household goods and personal effects have been moved previously on or after 1 September 1942 at War Department expense, shipment must be in conformance with regulations prohibiting more than one move after that date.
3. The shipment of household goods and personal effects must be effected within 6 months after the date of entrance on duty at the new station, or, within the 6-month period, approval for an extension of time must be obtained in writing from the authorizing official.

**IV. REIMBURSEMENT**

1. Reimbursement will be requested on Standard Form 1012 (Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel). The voucher should be submitted in triplicate—an original white (Standard Form 1012) and two yellow copies (Standard Form 1012a). One yellow with the original white goes to the Finance Office; the other is retained by the traveler.
2. Receipts must be obtained for all official expenditures in excess of one dollar not payable from per diem and submitted as subvouchers.
3. Necessity for long distance telephone calls must be certified to on the voucher and approved by an official authorized to approve long distance calls.
4. Reimbursement for use of privately owned vehicle is made on the basis of Standard Form 1012e, properly executed. Failure to execute the certification on Standard Form 1012e will result in disallowance of the voucher.

General Regulations No. 88—Revised, 20 October 1944, declared the foldover type of Standard Form 1012 and Standard Form 1012e obsolete upon exhaustion of existing supplies. The reverse of the new Standard Form No. 1012—Revised will be used by the traveler to claim reimbursement for use of privately owned vehicle when the old forms are exhausted.

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