

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

TRAVEL AUTHORIZATION

DATE 15 Sept. 1947.
TRAVELER _____
TITLE _____
OFFICIAL STATION _____
UNIT _____

THE PERSON NAMED HEREIN IS AUTHORIZED TO TRAVEL IN ACCORDANCE WITH THE REGULATIONS OF THE UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION, SUBJECT TO THE CONDITIONS NOTED BELOW. THE DATE OF THIS AUTHORIZATION MUST APPEAR ON EACH EXPENSE ACCOUNT.

1. PURPOSE OF TRAVEL:

Employee elects to return to San Diego, California in lieu of home station. Surplus under provisions of Section 530 of Basic Field Manual, Part II. BOB China Line 22 May 1946. Effective date of termination to be determined by UNRRA West Coast Representative.

2. ITINERARY: FROM

Shanghai

TO

San Diego, Cal. via San Francisco Cal.

Transportation as provided by the China Office terminates at West Coast of USA. UNRRA representative at West Coast of USA will provide and pay for transportation to destination, advising Washington of any excess cost of transportation provided over cost of air travel from port of debarkation to Washington, D.C. for debarkation AND RETURN from employee's final settlement.

3. DURATION: ON OR ABOUT

BEGINNING

17 Sept. 1947

ENDING

7 Oct. 1947.

ON OR ABOUT

4. PER DIEM IN LIEU OF SUBSISTENCE EXPENSES:

For Washington cables 6118 and 6543, employee has been given travel advance of \$1,000.00 of which \$662.00 is unaccountable and covers:

- (a) \$662.00 for 16 days of sea travel between Shanghai and port of debarkation USA at \$41.38 per diem;
- (b) \$128.00 for 4 days of travel within USA or Canada at \$32.00 per diem;
- (c) \$12.00 for expenses incidental to arrival in USA.

NOTE: In the event that legitimate travel expenses are incurred exceeding the unaccountable amount of \$1,000.00 due to causes beyond the traveler's control, he will claim same on a travel expense voucher, processing it to UNRRA representative at West Coast of USA who will forward voucher with appropriate comment to Washington for inclusion in employee's final settlement.

5. OTHER CONDITIONS:

TRAVEL VIA BOAT

Travel per Pacific Coast.

350 lbs. baggage allowed in cost of ticket.

Baggage in excess of 350 lbs. will be carried at the traveler's own expense.

FOR RECORD OF ADVANCE
SEE REVERSE

ESTIMATED COST:

TRANSPORTATION \$ _____
PER DIEM \$ _____
INCIDENTAL \$ _____
TOTAL \$ _____

AUTHORIZED:

[Signature]
NAME
Chief, Travel Section

THIS SPACE FOR ACCOUNTING OFFICE

ACCT., SYMBOL & TITLE	NOTATIONS	AMOUNT

APPROVED FOR CONFORMANCE WITH TRAVEL REGULATIONS: FUNDS AVAILABLE:

RECORD OF TRAVEL ADVANCES

OFFICE	PRE-AUDIT			FINANCE OFFICER		
	AMOUNT AUTHORIZED	DATE	SIGNATURE	AMOUNT PAID	DATE	SIGNATURE
Travel				100.00	16/9/47	<i>Henry O. Amey</i>
Account	38.00		<i>[Signature]</i>	book's traveller cheques.		
Not Author	62.00					
Total	100.00					

NOTES FOR TRAVELLER

1. This form is the authority for your journey, and the authority for the recovery of expenses incurred. Be sure that it covers all stages and conditions of your trip.
2. Take with you sufficient copies of "Voucher for Reimbursement of Travel Expenses".
3. Keep a detailed record of all places visited, showing dates and times of all arrivals and departures—Enter this itinerary on your Travel Claim before you list any expenses.
4. Obtain receipts for all incidental expenses over \$2 and record each item on your claim separately.
5. Fixed subsistence rates include all payments for food, lodging, tips ship's service, laundry, cleaning and pressing, transportation between hotel or pension and place of duty, and in general all legitimate expenses not classified under cost of Transportation and Incidental expenses.
6. When submitting your claim for refund of expenses—make it out in duplicate—show all expenditure in the currency actually used (Enter this in the column headed "Description"). Attach this Authorization; sign and date it, and obtain the signature of your Director if at your permanent duty station.