

## AGENCY FOR INTERNATIONAL DEVELOPMENT

AUTHORIZATION NUMBER

AID-VN-69-2100-A

DATE

May 12, 1969

## REQUEST AND AUTHORIZATION OF OFFICIAL TRAVEL

1. NAME AND ADDRESS OF TRAVELER Mr. Ogden WILLIAMS USAID c/o American Embassy Saigon, Vietnam	2. STATUS OF TRAVELER <input type="checkbox"/> ADMINISTRATIVE EMPLOYEE <input checked="" type="checkbox"/> OTHER (Specify) CORDS (99) 3. OFFICIAL STATION Saigon, Vietnam
4. This document becomes an authorization of official travel only when the certificate of authorization has been signed by the designated authorizing officer. This travel is ordered on official business for the convenience of the government. Vouchers should be submitted promptly as provided in the applicable regulations.	
5. APPLICABLE REGULATIONS: Travel and necessary expenses are authorized in accordance with the <input checked="" type="checkbox"/> AID Manual Orders 560.2, 563.1, and 563.4 <input checked="" type="checkbox"/> Standardized Government Travel Regulations, and the maximum per diem under these regulations is allowable unless otherwise noted in item 6.	

## 6. ITINERARY, PURPOSE AND SPECIAL AUTHORIZATION

TA AID-VN-69-2100 dated 3/3/69 is hereby amended in part to allow additional consultation AID/W for the period May 5 through May 25, 1969.

AUTHORITY: STATE 068836 dated 5/2/69

Oblig# 730-334-2-9-7906 (2130-2201)

7. APPROPRIATION LIMITATION SYMBOL 72-1191006	ALLOTMENT ACCOUNT SYMBOL 956-50- 730-00-69-91	REQUESTING OFFICE SYMBOL cc#1900 PERB	DATE 5/12/69
8. <i>William E. Wanamaker</i> William E. WANAMAKER, Asst. Personnel Officer APPROVING OFFICER SIGNATURE AND TITLE		Funds Available <i>[Signature]</i> OTHER REQUIRED APPROVAL	
9. CERTIFICATE OF AUTHORIZATION—I CERTIFY that this authorization has been approved as indicated in item 6. <i>H.C. Lockwood</i> Howard C. LOCKWOOD SIGNATURE OF AUTHORIZING OFFICER Personnel Officer TITLE			

IMPORTANT - Every Voucher and Message Concerning this Travel Must Refer to Authorization Number and Date at Top.

COPY FOR TRAVELER - SEE REVERSE SIDE

## IMPORTANT INSTRUCTIONS TO THE TRAVELER

FOLLOW THESE RULES TO AVOID DIFFICULTIES AND INSURE PROMPT REIMBURSEMENT OF YOUR TRAVEL EXPENSES. THEY ARE NOT A SUBSTITUTE FOR THE FULL REGULATIONS UNDER WHICH YOU ARE TRAVELING, BUT THEY WILL REMIND YOU OF SOME OF THE IMPORTANT THINGS YOU MIGHT OTHERWISE OVERLOOK.

### 1. PROVIDE YOURSELF WITH A HANDY NOTE-BOOK AND KEEP CAREFUL TRACK OF:

- a. Date, hour and minute of every departure and arrival, every change from one type of conveyance to another, and every crossing of an international boundary where a change in per diem is involved.
- b. Every cash payment for which you will claim reimbursement. Note the date, place, purpose, and amount, the latter in local currency if you are abroad.
- c. Serial number of each Government Transportation Request used, the nature and value of the service or accommodation received, and the name of the transportation company.  
(also name of boat used if traveling by sea)
- d. When transportation requests are used and no claim is to be made for per diem or other expenses, you must still prepare a voucher indicating dates and points of travel, means of transportation, numbers of transportation requests used, and citation to your travel order.
- e. Number of pieces of baggage carried, and the weight if carried as excess baggage or shipped by express.
- f. If you take any leave of absence while in travel status, exact date and hour of departure from and return to duty status. If any extra travel is performed for personal reasons, the extra time taken is chargeable to leave and the extra expense must be borne by the traveler.

### DO NOT RELY ON YOUR MEMORY FOR THIS IMPORTANT AND NECESSARY INFORMATION

### 2. OBTAIN RECEIPTS (And Attach Them to Your Voucher) FOR:

- a. All items of expenditure of more than \$1, except for local taxicab fares and baggage transfer charges.
  - b. Steamer chairs and rugs (no allowance for steamer cushions).
  - c. All purchases of foreign currency, showing the rate of conversion and the commission charged.
  - d. All cash purchases of transportation or of Pullman accommodations (Pullman stubs for the latter). But you must use Government Transportation Requests whenever possible for official travel. (Never use them for personal travel.)
  - e. Excess baggage carried, showing weight and terminal points.
3. Follow exactly your travel authorization given on the reverse side. Do not stop over any place en route unless authorized to do so, except in an emergency which must be fully explained in your voucher. It will not be considered an emergency if you delay because your baggage does not arrive on schedule. If this happens, do not wait for it but leave word for it to be sent after you.
4. If excess baggage is carried and is not specifically provided for in your travel authorization, an explanation justifying the official necessity for it must accompany your claim for reimbursement in addition to the receipt.
5. The traveler shall submit promptly with his travel voucher a report in each instance which (a) travel is finally terminated short of the destination to which a transportation request was drawn; (b) services actually furnished are of a lesser value or different character from those originally specified on a request which has not been so endorsed; or (c) any portion of a transportation ticket is not used. Such report shall identify the pertinent transportation request, set forth the attendant facts and circumstances and transmit therewith any unused tickets or coupons. When there are no unused tickets or coupons to reflect the unfurnished transportation services the traveler should endeavor to secure written acknowledgement of the situation from the carrier's representative for submission with his report. Failure of travelers to comply with the foregoing and thus protect properly the interests of the United States may subject them to responsibility for any resulting losses.

All adjustments in connection with United States Government transportation must be processed through the office to pay the carrier's bill. Travelers, issuing officers, or private individuals are not authorized to receive funds or credits for unfurnished service or unused tickets or portions thereof issued in exchange for transportation requests.