

FORM VN-91 USOM / VIETNAM FOREIGN SERVICE OF THE UNITED STATES OF AMERICA VOUCHER OR SUBVOUCHER FOR REPRESENTATION EXPENSES		D.O. VOUCHER NO. <i>69-1223</i>	PAID BY
BUR. VOUCHER NO. <i>69-5327</i>			
VOUCHER PREPARED AT (1) <i>CORDE/CH</i> SAIGON, VIETNAM		DATE (2) <i>2 Sept 68</i>	
PAYEE (Name, title, address) (3) <i>Ogden Williams, Chief, Chieu Hoi Division -- MACCORDS/CH</i>			
PLACE OF FUNCTION (Home, hotel, etc.) (4) <i>204 Su Van Hanh (BECOI Compound), Cholon</i>		DATE (5) <i>12 July 68</i>	
NATURE OF FUNCTION (6) <input type="checkbox"/> LUNCH <input checked="" type="checkbox"/> DINNER <input type="checkbox"/> RECEPTION <input type="checkbox"/> OTHER (Specify) <i>Special</i> <input checked="" type="checkbox"/> CATERER <input type="checkbox"/> NO CATERER	PURPOSE OF FUNCTION (7) <input checked="" type="checkbox"/> U.S. NAT'L. INT. <input type="checkbox"/> U.S. CIT. INT. <input type="checkbox"/> ECONOMIC ACTIVITIES <input type="checkbox"/> COMMEMORATIVE & CEREMONIAL	NUMBER OF GUESTS ENTERTAINED (8) AMERICAN <i>120</i> COST PER NON AMERICAN <i>55</i> CAPITA <i>\$5.55</i> TOTAL <i>175</i> TOT. COST <i>\$971.25</i>	
PRINCIPAL GUESTS OF HONOR (Give title, position, and information which will show that the representation was for the purpose of furthering the interests of the United States) (Use extra sheet of paper if necessary) (9) <p> <i>A meeting of all Chieu Hoi Advisors was held in Saigon during the period 10 through 12 July 1968. The purpose of the meeting was manifold, namely to effect an exchange of ideas, disseminate the most recent policies and procedures affecting Chieu Hoi, create an atmosphere of cohesiveness and to further esprit de corps within the organization. A reception and dinner party was held the evening of July 12. Guests of honor included the Minister of Chieu Hoi, Mr. Nguyen Ngoc An, and the senior members of his staff; Mr. W. E. Colby, Assistant Chief of Staff for COMUS; Brigadier General Earl F. Cole, Deputy Assistant Chief of Staff for COMUS; and various COMUS Division Chiefs; representatives of other MACV staffs, Australian and Korean forces, JUSPAO, Embassy, etc.</i> </p>			AMOUNT OF CLAIM <i>140.00</i> 971.25
CERTIFICATE. I certify that the above amount is correct and just, and that payment reimbursement has not been made. (Strike out the inapplicable word.) I further certify that the entertainment itemized hereon was necessary in the interests of the U.S. Government and was in accordance with Section 281, Standardized Regulations, and 1 FSM IV 340, and that no articles are included which are prohibited. (See prohibitions on reverse.)		TOTAL <i>971.25</i>	
<i>Ogden Williams</i> (Signature of Claimant - Sign Original Only)		<i>2 September 1968</i> (Date)	
APPROVAL RECOMMENDED _____ (Chief of Division or Section)		APPROVED _____ (Executive Officer)	
APPROVED FOR \$ _____ EXCHANGE RATE <i>US\$1. = VN\$118. =</i> TO _____		Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment. _____ (Authorized Certifying Officer) (Date)	
ACCOUNTING CLASSIFICATION			
APPROPRIATION SYMBOL <i>72-1181000</i>	AMOUNT <i>\$140.00 = 16,452.00</i>	ALLOTMENT SYMBOL <i>22-50-730-00-10-73</i>	OBLIGATION NUMBER <i>10-4-02239</i>
		AMOUNT <i>\$140.00 = 16,452.00</i>	
PAID BY Check No. _____ Dated _____ 19__ For \$ _____ on Treasurer of the United States. Check No. _____ Dated _____ 19__ For _____ on _____ Cash _____ On _____ 19__ Payee _____			

All expenditures for official representation must be reported, whether or not reimbursement is claimed

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MANUAL REFERENCES

(Regulations are subject to change, therefore refer to Manual as cited)

PROMOTION OF NATIONAL INTERESTS - Expenditures by an officer for: (1) entertaining foreigners, (2) reciprocating courtesies for the purpose of establishing and maintaining personal relationships of value in performing official duties, such as: (a) reporting of trends, policies, opinions and events abroad, (b) conducting negotiations, (c) presenting or furthering the acceptance of American positions and viewpoints, (d) otherwise protecting American national interests. (See 1 FSM IV 341.1)

PROTECTION OF CITIZEN INTERESTS - Expenditures by an officer for: (1) entertaining foreign officials, (2) reciprocating courtesies, for the purpose of establishing and maintaining personal relationships of value in performing official duties, such as: (a) protection of American residents, (b) solution of American problems of residence, visa, customs, police, citizenship, and related matters. (See 1 FSM IV 341.2)

PROMOTION OF ECONOMIC ACTIVITIES - Expenditures by an officer for: (1) entertaining foreign and American officials, businessmen, labor leaders or others involved in production, trade, investment or labor relations, (2) reciprocating courtesies for the purpose of establishing and maintaining personal relationships of value in performing official duties, such as: (a) trade promotion, (b) protection of American business interests, (c) economic, commercial and labor reporting, (d) conduct of negotiations related to these activities. (See 1 FSM IV 341.3)

COMMEMORATIVE AND CEREMONIAL REQUIREMENTS - Expenditures by an officer in charge (or his delegate) for courtesies or amenities which are unavoidable and customary or traditional, such as: (a) celebration of American holidays, (b) presentation of wreaths or flowers, (c) reception of the diplomatic corps, (d) presentation of a newly arrived chief of mission, deputy chief of mission, principal officer or such other prominent officials as the personnel of American vessels or aircraft. (See 1 FSM IV 341.4)

PROHIBITIONS - Representation allowances are not to be used for the following: (See 1 FSM IV 342.2)

- a. Entertainment provided for, or flowers or other tokens purchased solely for, other officers or employees of the United States Government or their families.
- b. Official functions at which neither foreigners nor representative Americans (other than employees of the U.S. Government and their families) are in attendance.
- c. Meals or entertainment provided for the employee, his family, or other employees of the U.S. Government or their families who are his guests at group functions, such as Diplomatic Corps, Consular Corps, or American Club luncheons, unless the employee acts as host for the entire function and provided that such function is of a type described in section 341.
- d. Christmas cards, or other types of greeting cards.
- e. Expenditures expressly prohibited by law, such as: (1) printing or engraving expenses (44 USC 219), (2) hire, purchase, operations or repair of any motor propelled, passenger-carrying vehicle (5 USC 78), (3) fees for admittance to, or participation in the activities of, or contributions to, associations or clubs, including but not limited to Diplomatic Corps, Consular Corps, and American Clubs (5 USC 83).

RECEIPTS - A supporting receipt shall be supplied for each expenditure by the employee over \$5 upon any single occasion except where this requirement involves (a) tips and gratuities or (b) entertainment, given at the home of an employee, in which cases his certificate as to expenditures made in this connection will be sufficient. Where it is impracticable to obtain receipts for single payments of over \$5, the employee shall certify as to the circumstances which rendered the procurement of receipts impracticable. Reimbursement vouchers where a caterer or similar purveyor is called upon, however, must be supported by receipts. (1 FSM V 432.33b and 432.35)

SUBMISSION OF VOUCHERS - Vouchers claiming reimbursement or payment from representation funds shall be submitted, if feasible, during the month in which the expenditure was incurred, otherwise as soon as possible thereafter. (1 FSM V 432.32)

Office Allocation:

Amount obliged to date: US\$ _____

US\$ _____

Amount of oblig. this request: 140.00

Balance Available

US\$ _____