

New York, Oct. 9, 1960

Dr. Ruben Austin
Assistant Dean
College of Public
and Business Administration
Michigan State University
East Lansing, Michigan

Dear Sir:

I would like to inform you that I have obtained the tentative approval of the title of my dissertation project by Dr. Arthur F. Burns of Columbia University. It is "Cyclical fluctuations in the automobile industry, 1945-60". Of course, it will take many months of research before I can present an outline.

I think that I need stay in Detroit, Mich., for a certain period of time to do the work. In this city, are American Auto-manufacturers Association headquarters, the offices of many companies and some statistical concern(s), like R.L.Polk & Co, in which, with your permission and introduction, I hope to gather the data and obtain advice. Please let me know whether you approve my coming to Detroit-I don't intend to move in the immediate future yet.

Thank you very much.

Respectfully,

Ca Toan

CAO TOAN, NEW YORK

P.S. I would like to receive the remainder of my book allowances (100.00).



OCTOBER 11, 1960

C
MR. CAO TOAN
601 WEST 110TH STREET
APARTMENT 8K-1
NEW YORK 25, NEW YORK

O
DEAR MR. TOAN:

P
CONGRATULATIONS ON THE PROGRESS YOU ARE MAKING TOWARD YOUR DISSERTATION. WE SHALL BE VERY HAPPY TO HELP YOU IN PROGRAMMING YOUR RESEARCH. AS YOU SHOULD BE AWARE, TO QUALIFY FOR THE PER DIEM OF \$12, YOUR RESIDENCY OUTSIDE OF NEW YORK CANNOT EXCEED 20 DAYS IN ONE PLACE.

P
PLEASE LET US KNOW IF THERE IS ANYTHING WE CAN DO TO HELP YOU WITH YOUR CONTACTS IN DETROIT. HOWEVER, I FEEL THAT MAYBE COLUMBIA MAY BE ABLE TO ESTABLISH MORE DIRECT LINES.

P
UNLESS ICA/WASHINGTON SHOULD FIND SOME REASON TO NEGATE OUR APPROVAL, WE SHALL GIVE YOU TENTATIVE APPROVAL NOW SO THAT YOU CAN PLAN TO DO SOME WORK IN DETROIT.

V
BY NOW, YOU SHOULD HAVE RECEIVED OUR NOTICE CONCERNING BOOK ALLOWANCES. ACCORDING TO CURRENT ICA REGULATIONS, WE CANNOT ADVANCE MONEY FOR BOOKS, BUT CAN REIMBURSE YOU FOR PURCHASES MADE DURING THE ACADEMIC YEAR. I HOPE THIS WILL NOT BE TOO GREAT AN INCONVENIENCE--PERHAPS YOU WOULD BE ABLE TO CHARGE THE BOOKS IN YOUR OWN NAME, OBTAIN A BIL FOR THEM, AND THEN WE SHALL PROCESS REIMBURSEMENT.

CORDIALLY,

RUBEN V. AUSTIN
ASSISTANT DEAN

RVA:JR

BCC MUSOLF

MICHIGAN STATE UNIVERSITY EAST LANSING

COLLEGE OF BUSINESS AND PUBLIC SERVICE
OFFICE OF THE DEAN

October 14, 1960

TO: Cao Joan

FROM: Ruben V. Austin

Enclosed is your per diem check in the amount of \$126.00 covering the period October 15 through 31.

New York, Oct. 19, 1960

Mrs. ⁽¹⁾Judith Rathbun
Office of the Assistant Dean
College of Public and Business Service
MSU.

(1) Excuse me. I don't have any chance to know if you are called Mrs. or Miss R.

Dear Mrs. Rathbun:

I have sent a bundle of receipts for justifying the spending of book allowances before the latter are granted to me. Because now I'm buying books beyond the \$150.00, I have some other receipts to send to the office in order to request the office to send me the book allowances as soon as possible. (Really I need them).

Thank you very much.

Caovan

Enclosed

3 receipts
46.52
21.52
7.50
8 5.54

CAO TOAN
601 W 110th. St.
#8K1
New York 25, N.Y.

New York, Oct. 12, '60

Mrs. (or Miss?) Judith Rathbun
Secretary to
Dr. Ruben Austin

Dear Mrs. Rathbun:

My book allowances for 1960-61
are \$150.00. I have bought, with my
small savings, a quantity of books for
research before the granting of the allow-
ances. And I have sent a bundle
of receipts to Miss Elsie Cunningham
before she left - the receipts totaling
a little bit more or less than \$150.00.
So far Miss Cunningham has sent to me
a check of \$50.00. Please check the
files and find the receipts and
send to me a check of \$50.00 (if
not \$100.00 as I requested because I
don't register for regular courses).
Thank you.

Enclosed

Allowable

June 58 - June 59	120.00
June 59 - June 60	120.00
June 60 - June 61	<u>120.00</u>
	\$360.00

Seed

June '58 - June '59	160.23
June 59 - June '60	<u>201.00</u>
	361.23

Receipts 59-60 period
totaling 142.00

*Re: a -
for open
info + file
JAD*

OCTOBER 25, 1960

MR. CAO TOAN
601 WEST 110TH STREET
NEW YORK 25, NEW YORK

DEAR MR. TOAN:

THIS WILL ACKNOWLEDGE YOUR RECENT LETTERS WHICH YOU HAVE WRITTEN REGARDING REIMBURSEMENT FOR BOOK EXPENDITURES. PLEASE UNDERSTAND THAT, BEING NEW ON THE JOB OF HANDLING VIETNAMESE PARTICIPANTS SINCE MISS CUNNINGHAM LEFT, I HAVE HAD MUCH TO LEARN AND DID NOT INTEND BEING STUBBORN WITH YOU ABOUT THESE BOOK PAYMENTS.

FOLLOWING IS A BREAKDOWN OF YOUR STANDING AS FAR AS BOOK ALLOWANCE IS CONCERNED FOR THE PERIOD JULY 5, 1960, THROUGH JULY 4, 1961:

TOTAL ALLOWANCE, JULY '60 TO JULY '61.....	\$150.00
TOTAL REIMBURSEMENT TO YOU BY MSU.....	<u>100.00</u>
BALANCE <u>TO JULY 4, 1961.</u>	50.00

YOU HAVE FORWARDED RECEIPTS FOR THE ABOVE PERIOD TOTALING \$124.39; THEREFORE, UPON RECEIPT FROM YOU OF RECEIPTS TOTALING \$25.61, I CAN FORWARD THE FINAL 1960-61 PAYMENT OF \$50 TO YOU. PLEASE BEAR IN MIND THAT THE FINAL \$50 PAYMENT IS ALL THAT I CAN SEND YOU UNTIL AFTER JULY 4, 1961.

ENCLOSED HEREWITH IS A CHECK IN THE AMOUNT OF \$50, PAYABLE TO YOUR ORDER, REPRESENTING THE SECOND PAYMENT OF \$50 TOWARD YOUR BOOK ALLOWANCE.

PLEASE DO NOT HESITATE TO WRITE SHOULD YOU HAVE ANY FURTHER QUESTIONS. I APPRECIATE YOUR PATIENCE IN THIS MATTER AND HOPE THAT ALL IS GOING WELL FOR YOU.

SINCERELY YOURS,

(Miss) JUDITH RATHBUN, SECRETARY TO
RUBEN V. AUSTIN, ASSISTANT DEAN

JR
ENCLOSURE

New York, Oct. 26, '60

Dear Mrs. Rathbun:

Please find enclosed some more receipts. I think that those I sent to you so far and those to Miss Cunningham (before she left) are totalling as much as double the amount I'm entitled to obtain from your office (i.e., the remaining \$100.00). I hope to receive this total or the first half soon.

Thank you very much.

Sincerely,

CAO TOAN
601 W 110th st.
#8K1

New York 25, N.Y.

John

OCTOBER 28, 1960

MR. CAO TOAN
601 WEST 110TH STREET
APARTMENT 8K-1
NEW YORK, NEW YORK

DEAR MR. TOAN:

AS OF NOVEMBER, 1960, PER DIEM WILL BE PAID ONE FULL MONTH IN ADVANCE.
ENCLOSED IS YOUR CHECK FOR \$240 COVERING THE PERIOD NOVEMBER 1-30, 1960.

THE ADDITIONAL \$4 PER DAY, PAID WHILE A PARTICIPANT IS IN "TRAVEL STATUS,"
WILL BE PAID TO YOU SEPARATELY AND NOT COMBINED WITH THE REGULAR \$8 PER
DAY SUBSISTENCE CHECKS. ALSO, PLEASE BE ADVISED THAT THE EXTRA PER DIEM,
LIMOUSINE AND TAXI FARES IN CONNECTION WITH OFF-CAMPUS TRAVEL CANNOT BE
PAID UNTIL THE CANCELED RECEIPTS AND/OR TICKET STUBS ARE RECEIVED IN THIS
OFFICE. IN OTHER WORDS, THE ADDITIONAL PER DIEM AND TRANSPORTATION CHARGES
CANNOT BE REIMBURSED TO YOU UNTIL AFTER SUCH A TRIP IS MADE. IF, HOWEVER,
TRAVEL ARRANGEMENTS ARE MADE THROUGH THIS OFFICE, WE SHALL PURCHASE AIR OR
TRAIN TICKETS IN ADVANCE OF YOUR TRIP AND FORWARD SAME TO YOU.

ONE MORE ITEM IS THE MATTER OF REPORTING. ATTACHED IS A SAMPLE REPORT
WHICH WE WOULD LIKE FOR YOU TO FOLLOW AS CLOSELY AS POSSIBLE. WE REALIZE
SOME OF THE PARTICIPANTS HAVE COMPLETED THEIR COURSE WORK, IN WHICH CASES
A GENERAL REPORT OF YOUR ACTIVITIES IS IN ORDER. WE LOOK FORWARD TO RE-
CEIVING THESE REPORTS EVERY THREE MONTHS, THE FIRST ONE BEING DUE DECEM-
BER 31, 1960. ANY FIELD TRIPS TAKEN SHOULD BE WRITTEN UP AS A SEPARATE
REPORT IN PARAGRAPH FORM AS SOON AFTER A TRIP IS TAKEN AS IS PRACTICABLE.

DO NOT HESITATE TO WRITE THIS OFFICE IF YOU HAVE ANY QUESTION ON THE ABOVE
PROCEDURES.

CORDIALLY YOURS,

RUBEN V. AUSTIN
ASSISTANT DEAN

RVA:JR
ENCLOSURES 2

New York, Oct. 31, 1960

Miss Judith Rathbun
College of Public and
Business Service
M. S. U.
East Lansing, Michigan.

Dear Miss Rathbun:

Please find enclosed some more receipts
of book purchases. I'm wondering
whether, with the presentation of all
these receipts, I can receive the
remaining \$50.00 for books, right now.
Thank you very much, Miss Rathbun,
for all your services.

Sincerely,

Adrian