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REGULATION

CONFIDENTIAL FUNDS
1956

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REIMBURSEMENT FOR SPECIAL OPERATIONAL
EXPENDITURES

SEP 10 1956

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Rescission: [redacted] dated 1 April 1955

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1. GENERAL

This regulation provides Agency policy regarding reimbursement for expenditures incident to the procurement of confidential information or special services and entertainment expenses involved in such transactions. The circumstances under which reimbursement will be allowed, the limitations imposed thereon, and procedures for claiming reimbursement are prescribed herein.

2. POLICY

a. Reimbursement will be allowed for expenditures, including entertainment, made:

- (1) Incident to operational contacts.
- (2) For the procurement of confidential information or special services.
- (3) In the reasonable expectation that the result of the expenditure would be the procurement of confidential information or special services.

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- b. Reimbursement will be made subject to the limitations prescribed in this regulation.

3. LIMITATIONS

a. PERSONAL GAIN OR BENEFIT TO EMPLOYEE

In no event will reimbursement be allowed for expenses when it can be determined that the incurrence of such expenses resulted in a direct or indirect personal benefit or gain to an employee unless it can be demonstrated that such expenses were:

- (1) Essential to the obtaining of information of a confidential extraordinary, or emergency nature, or the making of operational contacts, or
- (2) Of a character not reasonably required to be met from personal funds, or
- (3) Of such a nature that the expenses would not have been made by the individual from personal funds except for the official necessity of obtaining such information or special services.

b. OPERATIONAL EFFICIENCY

Reimbursement for expenses incurred for entertainment involved in the procurement of information or special services or in the contacting of persons for operational reasons will only be allowed where such expenses are approved by the official concerned (which, for the purposes of this regulation, shall include the Assistant Directors under the jurisdiction of the Deputy Director (Intelligence)); the

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Directors of Offices, Chiefs of Staffs, and the Comptroller under the jurisdiction of the Deputy Director (Support); the Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the Deputy Director (Plans); Chiefs of [REDACTED] or officers duly designated to approve operational vouchers in lieu of above-mentioned officials).

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- (1) Reimbursement shall not be allowed for expenses incurred for entertainment of officers or employees of the U. S. Government exclusively, except when personally authorized by the DCI or a single senior official delegated such authority by the DCI. Agency employees falling within the purview of the foregoing are staff employees, staff agents, military personnel, and and contract employees. However, when the presence of officers or employees of the U. S. Government is incidental to the presence of non-U. S. Government employees, including contract agents and field agents, and is necessary for the procurement of confidential information, special services, or other operational benefits from such non-U. S. Government employees, the expenses of entertaining U. S. Government personnel may be allowed upon approval by the appropriate official listed in paragraph 3b, above.
- (2) Entertainment expenses incurred by proprietary entities are held to be entertainment costs incurred by our Government and .

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the provisions regarding entertainment of officers and employees of the U. S. Government shall apply.

- (3) Vouchers claiming reimbursement for operational entertainment meals within the continental United States shall list the names of all Agency employees (as defined in paragraph 3b(1) above) partaking of such meals. The claimant will make a deduction of \$1 for each person listed except that no deduction will be made for persons who are entitled to a per diem allowance from this Agency at the time of such meal. Each person entitled to a per diem allowance from this Agency who partakes of an operational entertainment meal shall deduct from his travel voucher not less than one-fifth of the authorized per diem rate for the date of such meal. Waivers of deductions required by this subparagraph may be made only upon approval of the Deputy Director concerned, who may re-delegate this approving authority to a single senior subordinate.

4. VOUCHERS

- a. Vouchers claiming reimbursement for expenditures incurred in the obtaining of information or special services or the reasonable expectation of receiving same shall be prepared on Form No. 33-17: Reimbursement Voucher for Purchases and Services Other Than Personal, and shall set forth the general nature of the transaction and, where

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it is operationally feasible, such claims will be supported by receipts. If an advance has been made to cover such expenditures, Form No. 282 will be used in lieu of Form No. 33-17.

- b. Vouchers claiming reimbursement for operational entertainment expenditures will be prepared on Form No. 33-17 and will include the date, purpose, and nature of such entertainment, the names of CIA employees and guests entertained (or in lieu of the guests' names, a statement as to the number and that the names are on file in the operating office and are available for inspection by the appropriate certifying officer upon request), a description of their occupations or the capacities in which the guests entertained were acting, or other data acceptable to the certifying officer. If an advance has been made to cover such expenditures, Form No. 282 will be used in lieu of Form No. 33-17.

- c. If vouchers cannot be supported by written information which is acceptable to the certifying officer, they must be approved by the official concerned, as defined in paragraph 3b, and a statement must appear on the voucher as to why acceptable data cannot be furnished, before reimbursement may be made.

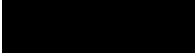
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- d. Where entertainment is performed in the home of an employee he will substantiate the claim by showing estimated cost of such entertainment by categories, i.e., food, drinks, etc., in addition to the information requested in paragraph 4b.

SIGNED

C. P. GIBELL
Lieutenant General, USAF
Acting Director of Central Intelligence

DISTRIBUTION: A
2B (COMPTROLLER and LOGISTICS)
4B

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Approved For Release 2001/08/07 : CIA-RDP78-04718A001900290003-9

ROUTING AND RECORD SHEET

DR/S 56-3/64

SUBJECT: (Optional)

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Proposed R [REDACTED] (Jobs #1338 and 1191-1P)

FROM:

Acting Chief, Regulations Control Staff

NO.

DATE

250 12/13

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

- 1. **Acting Deputy
Director (Support)
123 East Bldg.**
- 2. **Regulations Control Staff
551 Historic Bldg.**
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14. *Orig - RCS for publication
DDIS Subject*
- 15. *DDIS Reading*

REC'D

FWD'D

AUG 31 1956

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1. **Proposed Revision of R and [REDACTED] are submitted for authentication by the Acting Director. The Concurrence Sheets are attached to the Director's file copies.**

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The only paragraphs affected are:

3b(1) Scope broadened to include specific categories of employees and to permit waivers when personally authorized by the DCI or a single senior subordinate official delegated such authority.

3b(2) Rev. Requested by DR/P.

3b(3) Formerly 3b(2). Reworded to conform to paragraphs 3b(1) and (2) and to permit delegation of the authority to waive required deductions.

After authentication, please return to this Staff for publication.

Rec DR/S 56-3/64

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