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Ref-14344

PHF

15 AUG 1958

MEMORANDUM FOR: Director of Personnel

ATTENTION : [REDACTED]
Acting Chief, Central Processing Branch

FROM : Comptroller

SUBJECT : Notice to Fiscal Division when Transportation is Purchased by Cash or Credit under Vouchered Funds Travel Orders

REFERENCE : (a) Comptroller Instruction No. 63, dated 8 August 1958

(b) Memorandum to Administrative Officers and Budget and Fiscal Officer from Comptroller, dated 8 August 1958, on the Subject, "Use of Vouchered Funds for Travel Without Use of Transportation Requests"

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1. Under the procedures described in references, which are attached, it is contemplated that the Central Processing Branch may in some cases have occasion to procure transportation tickets on short-term credit or by cash purchase for travelers who may be traveling under a vouchered funds travel order.

2. It will be appreciated if CPB in such cases will send a copy of Form No. 260, Record of Transportation, to the Fiscal Division concurrently with the distribution of copies to the Finance Division. The copy will be used by the Fiscal Division as a basis for charging the traveler's advance account; Finance Division will continue to require copies in these cases as a basis for recording a charge against the Fiscal Division.

[REDACTED]

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Attachments:

E. R. SAUNDERS

TAS/HNL/mjr (2 August 1958)

Distribution:

- Orig. & 1 - Addressee
- 1 - Signer's copy
- 1 - Mr. [REDACTED]

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Acting Chief, Central Processing Branch

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ATTACHMENT

MISSING