

**SECRET**

No. 23943

February 4, 1958

Hycon Manufacturing Company  
Pasadena, California

Reference: Contract OS-100

Gentlemen:

Reference is made to our letter No. 17674 dated 25 July 1957 containing the necessary information to enable the returning personnel to submit their travel claims in the proper form.

Attached are forms No. 1012 which should be used by the individuals as requested in the letter. One original and two carbons should be made. The original and one carbon should be forwarded to this office and the second copy should be retained in your files.

The following is listed for personnel who have claims pending:

25X1A

[Redacted]

Attached is the completed form No. 1012 of [Redacted]. It is forwarded to you in order that [Redacted] may sign the claim. It should be returned for processing and payment. The amount of \$12.77 will be returned in the form of a check for delivery to [Redacted]. The information was available to permit computation of this claim.

25X1A

25X1A

25X1A

The normal claim forwarded by you will show only the traveler's itinerary and the expenses incurred by him in travel and the advance, if any, that he received prior to travel performed. The computation and processing will be effected in this office and you will receive the check to be delivered to the traveler or the notice of the amount to be repaid by him, whichever the case may be.

25X1A

[Redacted]

Subject individual's airfare ticket stub for travel from Washington, D.C. to Los Angeles was attached to your letter of January 6, 1958. The ticket stub will be retained in this office and attached to the claim when it is received from you. [Redacted] has an outstanding advance in the amount of \$150.00.

25X1A

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CLASSIFIED BY: X  
CLASS. CHANGED TO: TS S C 2011  
NEXT REVIEW DATE: APR 70 2  
DATE: 10/24/01 REVIEWER: 010856

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Distribution:

SAPC No. 23943  
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- 0 & 1 - Addressee att a/s
- 3 - Pers file
- 4 - [redacted] 100
- 5 - Reading
- 6 - Chrono

Copy 4 of 6

25X1A

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DNO:ah/JDH

[redacted]

Subject individual's travel claim should be submitted on Form No. 1012. The times should be shown on a 24 hour basis and the local area time and date should be shown for all departures and arrivals. The ticket stub evidencing air travel from San Francisco to Los Angeles was not attached to your letter of January 21st. An explanation should be shown for the absence of this ticket stub. [redacted] does not have an outstanding advance.

25X1A

25X1A

[redacted]

Subject individual was advanced \$200.00 when he was in Washington, D.C. on 20 November 1957. He was instructed to forward expenses incurred by him for taxis and air fare and also the time and date of departure from Washington, D.C. and the time and date of arrival in Los Angeles. He has submitted his travel claim from [redacted] to Washington, D.C., however the final claim cannot be processed until this information is received. The claim is attached for your completion and return to this office.

25X1A

For your information the following is listed as standard procedure to be followed in submitting all travel claims:

1. Any advances received from the Base for the travel performed should be shown on the claim.
2. The local area time and date should be shown for all arrivals and departures.
3. Time should be shown on a 24 hour basis, i.e. 3 p.m. should be shown as 1500; 5 a.m. should be shown as 0500; forty-five minutes after midnight should be shown as 0045.
4. When crossing the international date line the dates and times in the local area of arrival and departure should be shown.
5. Receipts evidencing payments of claims shown should be attached or a reasonable explanation should be shown for the absence of receipts.
6. The traveler should sign the travel claim.

Very truly yours,

**SECRET**

Doug

Attachment: a/s