

SAPC 19571  
COPY 1 OF 2

16 September 1957

*copy retained in contracts*

Subject: Contract OS-100, Travel Vouchers

Reference: Letter #17674 dated 25 July 1957, DO to BPM

Dear Sir:

This is to advise you that we are in receipt of the referenced letter and will submit travel vouchers for our personnel claiming reimbursement for travel expenses whenever applicable. These travel vouchers would cover travel advances drawn by our personnel at [REDACTED]. In the referenced letter you stated accountings were required from [REDACTED] for \$500 to cover travel advances drawn by them at [REDACTED]. [REDACTED] has advised me that he received a \$400 advance at [REDACTED] rather than \$500 as stated in the referenced letter. I will appreciate your rechecking this account. I have received from [REDACTED] a \$150 personal check, payable to Hycon Mfg. Company, covering his travel advance. [REDACTED] is prepared to repay his travel advance of \$400.

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[REDACTED]'s expenses for that particular trip have been submitted on normal company travel expense vouchers and we have determined those expenses as satisfactory and reasonable. Repayment to you of the above noted amounts can be made in the form of a Hycon check to you personally or we can cover the amount of these advances in the form of a credit memo on one of our subsequent invoices. Please advise me of the manner in which you prefer this account to be handled.

Very truly yours,

HYCON MFG. COMPANY

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[REDACTED]

Contract Administrator

TLB/pe

DOCUMENT NO. 256  
 NO CHANGE IN CLASS.   
 UNCLASSIFIED  
 CLASS. CHANGED TO: TS  C 2011  
 NEXT REVIEW DATE: \_\_\_\_\_  
 ACFT: HR 70-2  
 DATE: 11/28/11 REVIEWER: 010956