

1367922

UNCLASSIFIED

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

### ROUTING AND RECORD SHEET

9 September 63

SUBJECT: (Optional)

FROM: OFFICE OF COMMUNICATIONS  
ROOM G A-43, HEADQUARTERS BUILDING

EXTENSION

NO.

OCC 43-2677

DATE

9 September 63

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.)

RECEIVED

FORWARDED

1.

2.

3.

4.

5.

OC-A

6.

B2F

WCB

7.

8.

FINANCE DIV  
O&L-14

9/8 JPM

9.

6-E-14

10.

OCC

11.

12.

13.

14.

15.

FORM 3-62

610 USE PREVIOUS EDITIONS

SECRET

INTERNAL USE ONLY

UNCLASSIFIED

~~SECRET~~  
(When Filled In)

REQUEST FOR PAYMENT OF CONFIDENTIAL FUNDS	FROM <b>Office of Communications</b>	DATE <b>10 September 1963</b>	VOUCHER NO. (Finance use only)
	TO		

CONFIDENTIAL FUNDS ARE REQUESTED FOR OFFICIAL BUSINESS OF A CONFIDENTIAL, EXTRAORDINARY OR EMERGENCY NATURE AND ARE INTENDED FOR USE AS FOLLOWS:

**Payment for TX 696-1260 as of 1 June 1963**

**PAID**  
SEP 23 1963  
5411469

PAYEE <b>American Telephone and Telegraph Company</b>	PAYMENT INSTRUCTIONS <b>U.S. Treasury check - deliver to OG-A/BF (GB-0708)</b>	AMOUNT <b>\$180.41</b>
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THE AMOUNT REQUESTED IS DUE THE PAYEE FOR SATISFACTORY PERFORMANCE OF DUTIES IN ACCORDANCE WITH THE TERMS OF HIS CONTRACT OR OTHER WRITTEN OR ORAL AGREEMENTS. (To be signed when applicable)

DATE	TITLE	SIGNATURE
------	-------	-----------

APPROVED	
DATE	SIGNATURE OF APPROVING OFFICER <b>Lawrence H. Houston (see attached)</b>

I CERTIFY FUNDS ARE AVAILABLE	
OBLIGATION REFERENCE NO. <b>27-63</b>	CHARGE ALLOTMENT NO. <b>3117-0000-8000</b>

DATE	SIGNATURE OF CERTIFYING OFFICER
------	---------------------------------

DATE <b>9 Sept. 1963</b>	SIGNATURE <b>(see attached)</b>
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RECEIPT FOR FUNDS		
I ACKNOWLEDGE RECEIPT OF FUNDS TO BE USED FOR THE PURPOSE STATED ABOVE		

DATE	AMOUNT	SIGNATURE OF PAYEE
------	--------	--------------------

PREPARED BY <i>J. Mischou 9/18</i>	REVIEWED BY	VOUCHER NO. 7-12
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DESCRIPTION-ALL OTHER ACCOUNTS 13-33	28-33 T/A NO.	34-39 STATION CODE	40-42 EXPEND CODE	43 F U N D S	45-46 PAY PER. LIQ. CODE	47-52 OBLIG. REF. NO. ADVANCE ACCT. NO. EMP. NO.	53 CA YR	54-57 GENERAL LEDGER ACCT. NO.	58-67 ALLOT. OR COST ACCT. NO.		62-67 CK. NO. X REF. NO.	68-70 DUE DATE OBJECT CLASS	71-80 AMOUNT	
									DEBIT	CREDIT				
AMER TELE TELEG			8831			27		6010170000	8000	402		180	41	
AMER TELE TELEGR													180	41
TOTALS														

(b)(1)  
(b)(3)

~~SECRET~~

**SECRET**  
(When Filled In)

<b>REQUEST FOR PAYMENT OF CONFIDENTIAL FUNDS</b>	FROM	<b>Office of Communications</b>	DATE	<b>10 September 1963</b>	VOUCHER NO. (Finance use only)
	TO				

CONFIDENTIAL FUNDS ARE REQUESTED FOR OFFICIAL BUSINESS OF A CONFIDENTIAL, EXTRAORDINARY OR EMERGENCY NATURE AND ARE INTENDED FOR USE AS FOLLOWS:

**Payment for TIK 696-1260 as of 1 June 1963**

PAYEE <b>American Telephone and Telegraph Company</b>	PAYMENT INSTRUCTIONS <b>U.S. Treasury check - deliver to OC-A/BF (GB-0708)</b>	AMOUNT <b>\$180.41</b>
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THE AMOUNT REQUESTED IS DUE THE PAYEE FOR SATISFACTORY PERFORMANCE OF DUTIES IN ACCORDANCE WITH THE TERMS OF HIS CONTRACT OR OTHER WRITTEN OR ORAL AGREEMENTS. (To be signed when applicable)			APPROVED		
DATE	TITLE	SIGNATURE	DATE	SIGNATURE OF APPROVING OFFICER <b>Lawrence H. Houston (see attached)</b>	
I CERTIFY FUNDS ARE AVAILABLE			CERTIFICATE FOR PAYMENT OR CREDIT		
OBLIGATION REFERENCE NO. <b>27-63</b>			CHARGE ALLOTMENT NO. <b>3117-0000-8000</b>		
DATE <b>9 Sept. 1963</b>			SIGNATURE <b>(see attached)</b>		
			RECEIPT FOR FUNDS		
I ACKNOWLEDGE RECEIPT OF FUNDS TO BE USED FOR THE PURPOSE STATED ABOVE					
				DATE	AMOUNT
				SIGNATURE OF PAYEE	

SPACE BELOW FOR EXCLUSIVE USE OF FINANCE DIVISION

PREPARED BY	REVIEWED BY	VOUCHER NO. 7-12
DESCRIPTION-ALL OTHER ACCOUNTS 13-33	34-39 STATION CODE	40-42 EXPEND CODE
DESCRIPTION-ADVANCE ACCOUNTS 13-27	32-33 DIV. PROJECT NO.	43 FUND S
28-33 T/A NO.	34-39 STATION CODE	45-46 PAY PER. LIQ. CODE
P.O. NO.	PROP. NO.	47-52 OBLIG. REF. NO.
32-33 DIV. PROJECT NO.	FY	53 CA YR
P.O. NO.	PROP. NO.	54-57 GENERAL LEDGER ACCT. NO.
32-33 DIV. PROJECT NO.	FY	58-67 ALLOT. OR COST ACCT. NO.
P.O. NO.	PROP. NO.	62-67 CK. NO. X REF. NO.
32-33 DIV. PROJECT NO.	FY	68-70 DUE DATE
P.O. NO.	PROP. NO.	71-80 AMOUNT
32-33 DIV. PROJECT NO.	FY	OBJECT CLASS
P.O. NO.	PROP. NO.	DEBIT
32-33 DIV. PROJECT NO.	FY	CREDIT
		TOTALS

(b)(1)  
(b)(3)

OGC 63-2677

9 September 1963

**MEMORANDUM FOR: Office of Communications, A/BF**

**SUBJECT: Project Moses Accounting**

The attached bill from American Telephone and Telegraph is properly chargeable to Project Moses, Cost Center 3117-0000-8000, Obligation Reference No. 27-63. Mr. Houston's signature is on the attached bill as Approving Officer and my signature as Certifying Officer. Please furnish OGC with a copy of the accounting after it has been processed by Finance Division.

SIGNED

  
Administrative Officer  
OGC

(b)(1)  
(b)(3)

**Attachment**

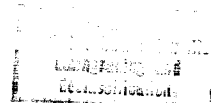
OGC:jeb

Q&1-Addressee w/att

✓ 1-Project Moses Accountings w/cc of Att

1-Chrono

**SECRET**



Approved for Release: 2017/09/13 C02778421

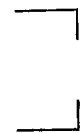
**AMERICAN TELEPHONE AND TELEGRAPH COMPANY**  
LONG LINES DEPARTMENT

DATE **July 23, 1963**

CUSTOMER NO.

**R92C**

BILL NO. **070815**



(b)(1)  
(b)(3)

MAKE CHECK PAYABLE TO AMERICAN TELEPHONE AND TELEGRAPH COMPANY AND REMIT TO ASSISTANT TREASURER, 32 AVENUE OF THE AMERICAS, NEW YORK 13, N. Y.

**Charges for calls TWX 696-1260 as of June 1, 1963**

**180.41**

**I certify that the bill is correct and just and the payment therefore has not been received.**

**American Telephone and Telegraph Company  
1100-17th St. N. W.  
Washington 6, D. C.**

Approved:


**Lawrence R. Houston  
General Counsel 9/9/63**

ORIGINAL  
SIGNED BY **J. F. MCHENRY**  
by \_\_\_\_\_  
**Accounting Supervisor**

COST AUTHORITY AVAILABLE	
REQ. NO. ....	
COST CHARGE <b>3117-0000-8000</b>	
AUTH BY _____ <b>S/</b>	

(b)(1)  
(b)(3)

AUTHORIZATION  
FOR BILL:

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>OS - 7-D-01</i>		
2			
3			
4			
5			
6			
	<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
	<b>APPROVAL</b>	<b>DISPATCH</b>	<b>RECOMMENDATION</b>
	<b>COMMENT</b>	<b>FILE</b>	<b>RETURN</b>
	<b>CONCURRENCE</b>	<b>INFORMATION</b>	<b>SIGNATURE</b>
<b>Remarks:</b>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>			<b>DATE</b>
	UNCLASSIFIED	CONFIDENTIAL	SECRET

(b)(1)  
(b)(3)

<b>DOMESTIC TRAVEL</b> <small>(See instructions on reverse side)</small>		NAME OF TRAVELER <b>Project MOSES Agent</b>		TRAVEL ORDER NO. <b>Project MOSES 14-63</b>			
		OFFICIAL STATION	OFFICE OF ASSIGNMENT	ESTIMATED COST OF TRAVEL			
<b>AUTHORIZATION</b>							
YOU ARE AUTHORIZED TO TRAVEL BETWEEN THE FOLLOWING POINTS FOR THE PURPOSE STATED (See instruction #2) <b>To various points within the continental United States on official business for the Agency. Expenses are authorized on actual-expense basis and operational business expenses are also authorized.</b>							
PER DIEM	DURATION OF TRAVEL		PROCURE TRANSPORTATION BY		APPROVAL FOR ADVANCE OF FUNDS		
	BEGIN <b>3 Apr 63</b>	END <b>27 Apr 63</b>	TRANSPORTATION REQUEST <input checked="" type="checkbox"/> CASH (For security reasons only)		YES NO <b>\$700.00</b>		
I CERTIFY FUNDS ARE AVAILABLE		DATE SIGNED <b>1 Apr 63</b>	OBLIGATION REFERENCE NO. <b>9-63 14-63 and 18-63</b>		CHARGE COST CENTER NO. <b>3117-0000-8000</b> (b)(1)		
SIGNATURE OF P & F OFFICER  <b>S/</b>		SIGNATURE OF AUTHORIZING OFFICIAL <b>Lawrence R. Houston, General Counsel S/</b>		DATE SIGNED <b>1 April 1963</b> (b)(3)			
<b>RECEIPT FOR ADVANCE OF FUNDS</b>							
I ACKNOWLEDGE RECEIPT OF \$ _____ TO BE ACCOUNTED FOR ON DUE DATE SPECIFIED			CERTIFIED FOR PAYMENT				
SIGNATURE OF ADVANCEE			SIGNATURE OF AUTHORIZED CERTIFYING OFFICER		DATE		
<b>VOUCHER</b>							
TRANSPORTATION (Attach receipts, stubs and unused tickets)							
TRANSPORTATION REQUEST NUMBER	AGENTS VALUATION OF TICKET	NAME OF CARRIER (Initials)	MODE AND CLASS OF SERVICE	DATE ISSUED	POINTS OF TRAVEL		CASH PAID BY TRAVELER
					FROM	TO	
				<b>4/3-4/12</b>	<b>) In and around continental United States--New York, Washington and Miami</b>		<b>85.22</b>
				<b>4/14-4/21</b>			<b>25.00</b>
				<b>4/24-4/27</b>			<b>36.00</b>
<b>TOTAL</b>							<b>\$146.22</b>
DATE	DETAIL OF ITINERARY AND DESCRIPTION OF EXPENSES						AMOUNT
<b>4-3 - 4/27</b>	<b>Meals Lodging Miscellaneous</b>						<b>187.25 238.18 128.35</b>
<b>Advances in the amount of \$700 were obtained by Mr. Houston for a Project MOSES Agent for travel and related expenses. The agent incurring these expenses is an individual authorized by the General Counsel and his name and supporting documents to this voucher are on file in OGC and may be made available to the certifying officer upon request.</b>							
<b>TOTAL</b>							<b>553.78</b>
<b>SUMMARY OF EXPENSES</b>				<b>TRAVELER'S CERTIFICATION</b>			
TRANSPORTATION PAID BY TRAVELER		<b>\$146.22</b>		I CERTIFY THAT THIS VOUCHER AND ANY ATTACHMENTS ARE CORRECT AND JUST IN ALL RESPECTS, AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED.			
PER DIEM AND OTHER		<b>553.78</b>					
TOTAL		<b>700.00</b>		DATE		SIGNATURE OF PAYEE	
LESS ADVANCE		<b>700.00</b>					
BALANCE DUE TRAVELER		<b>0</b>					
EXCESS ADVANCE TO BE REFUNDED							
INDICATE WHERE CHECK IS TO BE SENT OR EXTENSION OF TRAVELER. (See instruction #5)							

INSTRUCTIONS

VOUCHER NO.

1. PREPARE IN ORIGINAL AND ONLY THOSE COPIES REQUIRED BELOW: (WHEN TRAVEL IS TO BE PERFORMED WITH VOUCHERED FUNDS, THE TRAVEL ORDER NUMBER WILL INCLUDE AN "XG" SUFFIX)

ORIGINAL - (A) IF AN ADVANCE IS AUTHORIZED AND REQUIRED, THE ORIGINAL WILL BE USED TO DRAW THE ADVANCE FROM FINANCE OR FISCAL DIVISION, AS APPROPRIATE.  
 (B) IF NO ADVANCE IS REQUIRED, THE ORIGINAL WILL BE USED TO CLAIM REIMBURSEMENT FOR TRAVEL EXPENSES.

FIRST COPY - ORIGINATING OFFICE'S RECORD COPY.  
SECOND COPY - TO FINANCE OR FISCAL DIVISION, AS APPROPRIATE, FOR RECORD PURPOSES.  
 IF THE ORIGINAL WAS USED TO DRAW AN ADVANCE, THE THIRD COPY WILL BE USED AS THE TRAVEL ACCOUNTING FOR THE ADVANCE.

2. A. FIRST-CLASS ACCOMMODATIONS ON COMMON CARRIERS OR USE OF POA NOT TO EXCEED COST BY COMMON CARRIER INCLUDING PER DIEM AND ALL EXPENSES ALLOWABLE UNDER AGENCY TRAVEL REGULATIONS WHEN NECESSARILY INCURRED IN PERFORMANCE OF TRAVEL ARE AUTHORIZED.

B. AUTHORIZATION, OR POST APPROVAL ON A SEPARATE SHEET ATTACHED, IS REQUIRED FROM INCURRING EXPENSES OF THE FOLLOWING: (1) EXTRA FARE PLANES AND TRAINS, (2) USE OF POA NOT TO EXCEED 12 CENTS PER MILE, (3) HIRE OF SPECIAL CONVEYANCES, (4) HIRE OF ROOM FOR OFFICIAL USE, (5) CHARGES FOR EXCESS BAGGAGE, (6) DOMESTIC TRAVEL ON ACTUAL EXPENSE BASIS NOT TO EXCEED \$30 PER DAY, (7) USE OF CONVEYANCE ON ACTUAL EXPENSE BASIS, (8) OTHER EXPENSES NOT NORMALLY RELATED TO TRAVEL NECESSARILY INCURRED FOR OFFICIAL PURPOSES.

3. WHEN TRANSPORTATION REQUESTS ARE USED, RECORD THE NUMBER OF EACH AND THE AGENT'S VALUATION OF THE TICKET IN THE COLUMNS PROVIDED, WITH NO AMOUNT ENTERED IN THE COLUMN HEADED "CASH PAID BY TRAVELER." USE THE LATTER COLUMN ONLY WHEN TRANSPORTATION IS PURCHASED WITH CASH, IN WHICH CASE THE COLUMNS HEADED "TRANSPORTATION REQUEST NUMBER" AND "AGENT'S VALUATION OF TICKET" WILL NOT BE USED.

4. ATTACH COPIES OF EACH TRANSPORTATION REQUEST ISSUED, IF ANY, RECEIPTS, AND ANY UNUSED TICKETS.

5. PAYMENT OF ANY BALANCE DUE TRAVELER SHALL BE MADE BY U. S. TREASURY CHECK UNLESS WRITTEN INSTRUCTIONS ARE ISSUED TO THE CONTRARY.

6. ANY UNUSED BALANCE OF AN ADVANCE SHALL BE REFUNDED BY ATTACHING THE TRAVELER'S PERSONAL CHECK OR A COPY OF A RECEIPT ISSUED BY THE DISBURSING OFFICE IN ACKNOWLEDGEMENT OF A REFUND IN CASH.

FOR COMPTROLLER USE ONLY			
TOTAL CLAIMED	\$ 700.00	CERTIFIED FOR PAYMENT OR CREDIT	
LESS ADJUSTMENTS		DATE	AUTHORIZED CERTIFYING OFFICER
NET APPROVED	700.00	DATE PAID	CHECK NUMBER (b)(1) (b)(3)
CREDIT TO ADVANCE	700.00	AMT. OF CASH	SIGNATURE OF PAYEE (Cash payment only)
NET TO PAYEE			

DESCRIPTION 13-33	40-42 EXPEND CODE	43 F U N D S	47-52 OBLIG. REF. NO. ADVANCE ACCT. NO.	54-57 GENERAL LEDGER ACCT. NO.	58-67	68-70	71-80		
					ALLOT. OR COST ACCT. NO.	DUE DATE	AMOUNT		
					62-67 CK. NO. X REF. NO.	OBJECT CLASS	DEBIT	CREDIT	
Houston, L. R.	88	31-4	9	601.0	17-0000-8000	752	300.00		
Houston, L. R.	88	31-4	14	601.0	17-0000-8000	752	300.00		
Houston, L. R.	88	31-4	18	601.0	17-0000-8000	752	100.00		
TDY MOSES 4/3-4/7			455	144.1		9 053		300.00	
TDY MOSES 4/3-4/7			455	144.1		14 053		300.00	
TDY MOSES 4/3-4/7			455	144.1		18 053		100.00	
TOTALS								700.00	700.00

ACCOUNTING CLASSIFICATION (Appropriate symbol must be shown; other classification optional)