

MEMORANDUM ACCOUNT
THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date December 16, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Errands in New York City

Trip from: _____ to: _____ Date: Nov. 28, 1955
Dec. 14, 1955 to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ _____

Hotel _____

Meals _____

Local transportation (taxi, bus, streetcar, etc.) 1.60

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 1.60

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 1.60

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

Rec'd check from Brookings 12/21/55

MEMORANDUM ACCOUNT

Month _____

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, etc.)				
1								
2								
3								
4								
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MEMORANDUM ACCOUNT
THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date: December 16, 1955

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Purpose: _____

Trip from: New York to: Washington Date: December 6, 1955
New York to: Philadelphia Date: December 15, 1955

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ _____

(Dec. 6 air fare bought by N.Y. Bank) 6.74 (Dec. 15)
(Will appear on bank bill)

Hotel

Meals

Local transportation (taxi, bus, streetcar, etc.)

6.95

Telephone and telegraph (official business)

Baggage and tips

Miscellaneous (explain) _____

TOTAL expended \$ 13.69

Advances (deduct amount advanced for expenses, if any)

Due employee \$ 13.69

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

*Rec'd check
from
Brookings
12/21/55*

December, 1955

MEMORANDUM ACCOUNT

Month _____

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6				5.10				5.10
7								
8								
9								
10								
11								
12								
13								
14								
15			6.74	1.85				8/59
16								
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31								

REQUEST FOR RESERVATION

No. _____

Date 12/6/55

Purchasing Division:

Kindly make reservation for Mr. Miss Mildred Adams Executive Director
Title

Com. on History FR System. This is in connection with Bank business.
Affiliation Personal

X Airline tickets One way _____ 1st class X LB _____ Chair _____
Railroad tickets Round trip X Coach _____ UB _____ Other _____

From: New York To: Washington Via: _____
Indicate route, railroads,

American Airlines or Eastern Air Lines
airlines and extra-fare trains only where there is a preference.

Date of departure 12/7/55 Approx. time 8:40 a.m. Date of return 12/7/55
* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference
_____, Date _____, Matinee or evening.
* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____
List 1st, 2nd, and 3rd choices
* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____

Signed

PLEASE NOTE: If the use of the above travel reservations is required by Bank
business or that of the Reconstruction Finance Corporation, this form should be
accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial Name

Accommodations: _____

	<u>Date</u>	<u>Amount</u>		<u>Date</u>	<u>Amount</u>
Cash Received From:			Refund Paid To:		
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg.Amt.Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date December 5, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: _____

Trip from: New York to Washington & Return Date: 11/29/55 to: 12/1/55

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution	\$ <u>26.71</u>
Hotel	<u>16.48</u>
Meals	<u>8.00</u>
Local transportation (taxi, bus, streetcar, etc.)	<u>5.80</u>
Telephone and telegraph (official business)	<u>3.78</u>
Baggage and tips	<u>2.50</u>
Miscellaneous (explain) _____	
TOTAL expended	\$ <u>63.27</u>

Advances (deduct amount advanced for expenses, if any)

Due employee \$ 63.27

or

Due The Brookings Institution. \$ _____

Paul

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month November-December, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
Dec. 1		3.13		2.50	.75	1.73		8.11
2								
3								
4								
5								
6								
7								
8								
9								
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22								
23								
24								
25								
26								
27								
28								
Nov. 29	8.24		26.71 rd. trip	1.70	1.00	.15		37.80
" 30	8.24	4.87		1.60	.75	1.90		17.36
" 31								

Tues. Nov. 29 -
 room & trip ticket to Washington 8
 clean room (see hotel bill) 2 2 11
 2:38
 8.00
 .24
 Tele phone _____ .15
 taxis _____ 1.70 ✓
 tips _____
 Wed. Nov. 30

hotel room (see bill) 8.00
 .24
 breakfast 1.58
 dinner 3.29
 taxis 1.60
 tips ~~1.50~~ 75
 tele phones .60
 .30
 telegram to Phil. 1.00 ✓

Thurs. Dec. 1
 breakfast 1.25
 lunch 1.89
 tele phone to N.Y. office 1.43
 clean to N.Y. .30
~~2.30~~
 taxis 2.50
 tips .75

For: Mr. Donald B. Woodward
Vick Chemical Company
122 East 42nd Street
New York 17

MEMORANDUM ACCOUNT

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

November 28, 1955

Date _____

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: _____ October 25, 1955 _____

Trip from: _____ to: _____ Date: _____ to: _____
Committee on the History of the Federal Reserve System

Project to which charged: _____

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ _____

Hotel _____

Meals _____

Local transportation (taxi, bus, streetcar, etc.) 9.13

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____ 9.13

TOTAL expended \$ _____

Advances (deduct amount advanced for expenses, if any) 9.13

Due employee \$ _____

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____ ✓

Approved by _____

MEMORANDUM ACCOUNT

Month _____

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
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REQUEST FOR RESERVATION

No. _____

Date 11/18/55

Purchasing Division:

Kindly make reservation for Mr. Miss Mildred Adams, Executive Director
Title

Com. on History PR System

Brookings Institution. This is in connection with Bank business.
Personal

Affiliation

<input type="checkbox"/> Airline tickets	One way _____	1st class <input checked="" type="checkbox"/>	LB _____	Chair _____
<input checked="" type="checkbox"/> Railroad tickets	Round trip <input checked="" type="checkbox"/>	Coach _____	UB _____	Other <u>Roomette</u> one way-not ret.

From: New York To: Washington D. C. Via: Penn R. R.
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure 11/29/55 Approx. time 1:20 a.m. Date of return _____

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

Hotel accommodations for 1 single room ~~with bath~~ ~~double rooms~~, on Nov. 29th & 30th,
in Hay Adams Hotel

List 1st, 2nd, and 3rd choices

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank
business or that of the Reconstruction Finance Corporation, this form should be
accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial Name

Accommodations: Car AM 16 Roomettes 14

	<u>Date</u>	<u>Amount</u>		<u>Date</u>	<u>Amount</u>
Cash Received From:			Refund Paid To:		
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

MEMORANDUM ACCOUNT

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date November 2, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Trip to see Mr. Owen D. Young at Van Hornesville, New York

Trip from: New York to: Van Hornesville and return Date: 9/15/55 to: 9/18/55

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ 37.00

Hotel \$ 26.32

Meals _____

Local transportation (taxi, bus, streetcar, etc.) _____

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 63.32

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 63.32

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month _____

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
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18								
19								
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21								
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26								
27								
28								
29								
30								
31								

October 11, 1955

Dear Mr. Akers:

Enclosed is an expense account for Mr. Donald Woodward for two amounts incurred during July. It has just been sent to this office.

Could you send me a few more expense account forms, as I seem to be running low.

Sincerely,

Irma Burstein
Secretary

Mr. Sheldon Akers
The Brookings Institution
722 Jackson Place N. W.
Washington 6, D. C.

Enc.

For: Mr. Donald Woodward
Vick Chemical Company
122 East 42nd Street
New York 17,
N. Y.

THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date October 11, 1955

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A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Luncheon conference with Miss Adams and Dr. Logsdon of Columbia U. 7/19/55
AND Trip to Princeton to confer on monographs - fare 7/21/55

Trip from: _____ to: _____ Date: _____ to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution (Rd. trip coach fare, N.Y. to Princeton) \$ 3.72

Hotel _____

Meals. . . (Luncheon for 3 at University Club) 10.50

Local transportation (taxi, bus, streetcar, etc.) _____

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 14.22

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 14.22

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month July, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19		10.50						10.50
20								
21			3.72					3.72
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Miss Burstein:

Following our telephone conversation of this morning, I believe Mr. Woodward is owed for the following:

Lunch July 19 at the University Club for Dr. Logsdon, Miss Adams and Mr. Woodward

\$10.50

Round trip coach railroad fare to Princeton, N. J. July 21.

\$3.72

\$14.22

Lucilla McCoubrey

RECEIVED

OCT 11 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

MEMORANDUM ACCOUNT
THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date October 3, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Telegrams sent concerning Committee business

Trip from: _____ to: _____ Date: _____ to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ _____

Hotel _____

Meals _____

Local transportation (taxi, bus, streetcar, etc.) _____

Telephone and telegraph (official business) 5.58

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 5.58

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 5.58

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

THE BROOKINGS INSTITUTION

Month August, 1955

MONTHLY TRAVEL EXPENSE REPORT

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12						1.31		1.31
13								
14								
15						1.23		1.23
16								
17								
18						1.63		1.63
19								
20								
21								
22						1.41		1.41
23								
24								
25								
26								
27								
28								
29								
30								

RECEIVED

SEP 22 1955

Mrs. Singer:

Mr. Woodward sent the following telegrams to Miss Adams from Maine in August, for which we would like reimbursement.

OFFICE OF THE HISTORY OF THE FEDERAL RESERVE SYSTEM

Night Letter

\$1.23

"Oswald Satisfactory and I will hold for reference if you need to discuss him. While I expect some may not read complete document I do think it should go to committee and foundation with the introduction. Otherwise great substance of accomplishment may not be evident. Money so far very well spent and evidence will both fully validate past and constitute persuasive earnest of future." So I suggest complete document go at one time even if delay is necessary."

Telegram 8/18

\$1.63

"Oswald Calkins Adams splendid and I would not touch a comma. Earlier wire covers suggestions subject to you and Bob."

Telegram 8/12

\$1.31

"Oswald entrained Maine Central today for Liberty Street assignation with you Monday"

Telegram 8/22

\$1.41

"The improvement is above and beyond improvement."

TOTAL

\$5.58

Is this information enough or do you want something else. Please let me know, and I will be glad to supply it.

Suzella McConkey

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date August 15, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

To talk with Mr. Owen Young

Purpose: _____

Trip from: New York City to: Van Hornesville, N.Y., 7 return Date: July 27 to: July 30

Project to which charged: Committee on History of Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to <small>(rail institution to Albany & return, chair reservation to Albany, bought by New York Bank, will appear on their bill)</small> <small>car rental (bill appended)</small>	\$ <u>36.09</u>
Hotel	28.00
Meals	7.00
Local transportation (taxi, bus, streetcar, etc.)	.50
Telephone and telegraph (official business)	.16
Baggage and tips	2.45
Miscellaneous (explain) _____	
TOTAL expended	\$ <u>74.10</u>

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 74.10

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month _____

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
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19								
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21								
22								
23								
24								
25								
26								
27	8.00	2.75		.50	1.00	.16		12.41
28	10.00	3.50			.75			14.25
29	10.00	.75	36.09 (car hire)		.70			47.54
30								

Expense Account July 27-29
 Van Hornesville to interview Owen
 Young and survey Young papers.

July 27 - 30
 New York - Albany (+ return) - (bank bill)
 claim to Albany
 dinner 2.75
 taxi .50
 tips 1.00
 room 8.00 15 & W with Clinton
 phone .16

July 28.
 breakfast .60
 lunch _____
 dinner 2.90
 room 10.00

~~car rental .75 - Driveway, Albany -
 Van Hornesville etc.~~

July 29
 breakfast .75
 lunch _____
 dinner _____
 room 10.00
 tips .70

car rental 36.05 N.Y. - Van Hornesville +
 return -
 74.10

July 22, 1955

Mr. Sheldon B. Akers
722 Jackson Place N.W.
Washington 6, D.C.

Dear Mr. Akers:

Enclosed are two expense reports for Miss Adams and my time sheet for the month of July. I am sending it to you in advance because I shall be away on vacation for the rest of the month. Miss Burstein will submit her report at the end of the month. I shall be back in the office August first.

Very sincerely yours,

Ellen Singer
Research Assistant

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date July 22, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Confer in Princeton with Messrs. Stewart, Galkins, Woodward

Trip from: New York to: Princeton & Return Date: July 21, 1955 to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution	\$ <u>3.76</u>
Hotel	_____
Meals. (Lunch for 4)	<u>9.10</u>
Local transportation (taxi, bus, streetcar, etc.)	<u>.85</u>
Telephone and telegraph (official business)	_____
Baggage and tips	<u>1.60</u>
Miscellaneous (explain) _____	_____
TOTAL expended	\$ <u>15.31</u>
Advances (deduct amount advanced for expenses, if any)	_____
Due employee	\$ <u>15.31</u>
or	
Due The Brookings Institution	\$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month _____

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
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31								

MEMORANDUM ACCOUNT

THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

July 13, 1955

Date _____

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

See papers of Frank A. Vanderlip

Purpose: _____

New York City Scarborough & Ret. July 8, 1955

Trip from: _____ to: _____ Date: _____ to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ 2.06

Hotel _____

Meals _____

Local transportation (taxi, bus, streetcar, etc.) _____

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 2.06

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 2.06

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month _____

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, etc.)				
1								
2								
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THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date July 13, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Interview with Mr. Charles J. Rhoads

Trip from: New York to: Bryn Mawr & Return Date: June 29, 1955 XX to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ 8.44

Hotel _____

Meals _____

Local transportation (taxi, bus, streetcar, etc.) 2.50

Telephone and telegraph (official business) _____

Baggage and tips50

Miscellaneous (explain) _____

TOTAL expended \$ 11.44

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 11.44

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month _____

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

Wednesday June 29 -

N. Y. Philadelphia ~~→~~ ~~→~~ →
Chair 1 way 4.93

Phil. - Bryan Weaver 45¢

Phil - New York (coach) - 3.06

Taxis - 2.50
78.44
2.50

tips

to interview C.J. Rhoads separate reports please

Friday July 8th

New York - Scarborough + return \$ 2.06

to see Frank Vandal's papers

↙ Please check with Miss Balodjet or Penn. R.R.

The [unclear]

MEMORANDUM ACCOUNT
THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date June 28, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Visit Federal Reserve Banks of Minneapolis and Kansas City

Trip from: New York to: Minneapolis & Kansas City and Date: June 7, 1955 to: June 16, 1955
 Return

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution (Return from K. C. bought by Miss Adams) \$ 84.31

Hotel 60.60

Meals 23.06

Local transportation (taxi, bus, streetcar, etc.) 15.40

Telephone and telegraph (official business) 8.37

Baggage and tips 8.30

Miscellaneous (explain) _____

TOTAL expended \$ 200.04

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 200.04

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month June, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7	7.50			3.85	2.00			13.35
8	7.50	.95			.25	4.21		12.91
9	7.50	.70			.25	3.26		11.71
10	7.50	3.45			.60			11.55
11		4.95		5.05	1.00	.45		11.45
12	7.65	4.87		1.50	.75	.15		14.92
13	7.65	.87			.25	.15		8.92
14	7.65	4.87			.75	.15		13.42
15	7.65	1.53			.45			9.63
16		.87	84.31	5.00	2.00			92.18
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

June 7

7.50 H
3.85 LT
2.00 T

\$ 13.35

June 8

7.50 H
.95 m
4.21 T+T
.25 T

\$ 12.91

June 9

7.50 H.
.70 m
3.26 T+T
.25 T

\$ 11.71

June 10

7.50 H
3.45 m
.60 T

\$ 11.55

June 11

~~\$~~ 4.95 m
.45 T+T
5.05 LT

1.00 T
\$ 11.45

June 12

7.65 H.
\$ 4.87 m
.15 T+T
1.50 LT
.75 T

\$ 14.92

June 13

7.65 H

.87 m

.15 T+T

.25 T

\$ 8.92

June 14

7.65 H

4.87 m

.15 T+T

.75 T

\$ 13.42

June 15

7.65 H

1.53 m

.45 T

9.63

June 16

.87 m

5.00 LT

2.00 T

84.31 DT

\$ 92.18

TOTAL
\$ 200.04

HotelMeals

~~7.65~~
 7.50
 7.50
 7.50
 7.50
 7.50
 7.65
 7.65
 7.65
 7.65
7.65

1.87
 4.87
 1.53
 1.87
 1.95
 1.70
 3.45
 4.95
 4.87

\$60.60

\$23.06

L Trans.Tel + Tel

3.85
 5.05
 1.50
 5.00
\$15.40

4.21
 3.26
 1.45
 1.15
 1.15
 1.15
\$8.37

Tips

D Trans
\$ 84.31

2.00
.25
.25
.60
1.00
.75
.25
.75
1.45
2.00

\$ 8.30

TOTAL \$ 200.04

**THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT**

Date June 28, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: _____

Trip from: New York to: Washington Date: May 23, 1955 to: May 24, 1955
and other items

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ _____

Hotel 6.91

Meals 29.15

Local transportation (taxi, bus, streetcar, etc.) 3.10

Telephone and telegraph (official business) 5.28

Baggage and tips 3.75

Miscellaneous (explain) Stamps to mail 70 letters 2.10

TOTAL expended \$ 50.29

Advances (deduct amount advanced for expenses, if any) 24.41

Train fare paid by New York Bank 25.88

Due employee \$ _____

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month April and May, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
Apr. 4							2.10	2.10
May 5		5.15						5.15
6								
7								
8								
9								
Apr. 10							3.85	3.85
Apr. 11							1.43	1.43
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
May { 23								
24	6.91	24.00		3.10	3.75			37.76
25								
26								
27								
28								
29								
30								
31								

From the office of
D. B. WOODWARD

• Singer:

The following calls were made for
the Federal Reserve History Committee
and charged to Mr. Woodward's phone.

April 10 - Montreal telegram	\$3.15
April 10 - Armonk	.35
April 11 - Washington	1.30
	<hr/>
	4.80
plus 10% tax	.48
	<hr/>
	5.28

Thank you.

L. McCoubrey

RECEIVED

JUN 2 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Mrs. Singer:

Here is the information we talked about
on the phone.

May 23 and May 24, 1955

Dinner, Miss Adams & Mr. Woodward	\$14.50
Pullman Porter	1.00
Taxis (Miss Adams and self)	3.10
Baggage handling	1.00
Room at Cosmos Club & Telephone	6.91
Baggage handling	1.25
Dinner, Miss Adams and Mr. Woodward	9.50
Porter	.50
	<hr/>
	37.76

Also

Thursday, May 5

Lunch, Miss Adams & Mr. W.

5.15

42.91

Minus the amount you spent on
train fare, etc.

RECEIVED

JUN 16 1955

Lucilla McCoubrey

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

DBW

April 4

2.10

Stamps

April 10

3.15

T&T

.35

3.50

+ .35

3.85

April 11

1.30

T&T

.13

1.43

May 5

5.15

Meals

May 23 & 24th

14.50

Meals

9.50

24.00

3.10

Taxi

1.00

1.00

1.25

.50

5.75

B + Tips

Total

\$6.91

Total 37.76

~~2.10~~
~~3.85~~
~~1.43~~
~~5.15~~
~~34.66~~
~~\$47.19~~

3.10
24
3.75
6.91

37.76

2.10
3.85
1.43
5.15
37.76

50.29

42.91
2.10
3.85
1.43

~~50.29~~

50.29
~~284.41~~
5.88

25.88

MEMORANDUM ACCOUNT

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date June 28, 1955

This report should be submitted to the Executive Manager upon return from travel or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Trip to Princeton for Miss Adams and Mr. Woodward for conference with Dr. Stewart
(all expenses paid by Miss Adams)

Trip from: New York to: Princeton & Ret Date: June 22, 1955 to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to
the Institution \$ 7.52

Hotel _____

Meals 7.35

Local transportation (taxi, bus, streetcar, etc.) 1.50

Telephone and telegraph (official business) _____

Baggage and tips 1.50

Miscellaneous (explain) _____

TOTAL expended \$ 17.87

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 17.87

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month _____

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
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29								
30								
31								

Expenses Wednesday June 22, Adams + Woodbury
 to Princeton for Conference with Dr. Stewart

2 fare New York to Princeton	3.76
lunch	7.35
tips	1.50
2 fares Princeton - N.Y.	3.76
tips	1.50
	<hr/>
	\$ 17.87

1 fare Adams + W.	7.35
	1.50
	3.76
	<hr/>
	\$ 12.61

For Miss Marguerite Burnett

THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date June 17, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Meeting of Special Libraries Association in Detroit

TRIP from: New York to: Detroit & Return Date: June 11, 1955 to: June 16, 1955

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ _____

Hotel 30.00

Meals 26.30

Local transportation (taxi, bus, streetcar, etc.) 4.95

Telephone and telegraph (official business)

Baggage and tips 6.25

Miscellaneous (explain) Registration fee 6.00

TOTAL expended \$ 73.50

Advances (deduct amount advanced for expenses, if any)

Due employee \$ 73.50

or

Due The Brookings Institution

I certify that the foregoing expense account is correct.

Signature Marguerite Burnett

Approved by _____

MEMORANDUM ACCOUNT

Month June, 1955June 11, 1955

Meals	\$3.30
Local Transp. ...	1.00
Baggage & Tips ..	<u>1.35</u>
TOTAL	5.65

June 12, 1955

Hotel	\$10.00
Meals	6.43
Local Transp. ..	.45
Baggage & Tips .	.85
Misc.	<u>6.00</u>
TOTAL	23.73

June 13, 1955

Hotel	\$10.00
Meals	5.70
TOTAL	<u>15.70</u>

June 14, 1955

Hotel	\$10.00
Meals	6.65
Local Transp. ..	<u>1.50</u>
TOTAL	18.15

June 15, 1955

Meals	\$ 2.77
Local Transp. ..	1.00
Baggage & Tips .	<u>2.25</u>
TOTAL	6.02

June 16, 1955

Meals	\$ 1.45
Local Transp. ..	1.00
Baggage & Tips .	<u>1.80</u>
TOTAL	4.25

BUDGET FOR ATTENDANCE OF MARGUERITE BURNETT AT CONVENTION

OF SPECIAL LIBRARIES ASSOCIATION AT DETROIT

June 12 - 13, 1955

RAIL TRANSPORTATION

Round trip, with roomette both ways, N.Y. Central, \$84.33

HOTEL STATLER

4 days and 3 nights @ \$8.50 (8.50 X 3.5) 29.75

MEALS

4 full days in Detroit, including one special Group
dinner and one special luncheon, plus 2 extra
meals on train 25.00

LOCAL TRANSPORTATION (taxi, bus, etc.)

6.00

One or two trips to Ford Archives

BAGGAGE & TIPS

8.00

MISCELLANEOUS

11.92

Convention Registration fee \$7.00, etc.

TOTAL

165.00

For Miss Irma Burstein

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

To the Executive Manager:

Date May 31, 1955

For the Month of May 1955

To be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. (Advances should be accounted for together with return of unused funds at the earliest possible time after return.)

A chronological account is recommended but not required (see reverse side for form), but expenditures should be classified and should bear reasonable relationship to the distance, duration, and purpose of the trip.

Project: Committee on the History of the Federal Reserve System
(If more than one indicate portion of expense applicable to each.)

Trip from: _____ to _____

Purpose: Taxi and subway fare for errands in New York City (2 trips)

Authorized by: _____

Date and time of departure: May 27, 1955 of return: _____

Objects of expenditure:

Hotel..... \$ _____

Meals..... _____

Transportation (except portion bought by or charged to Institution)

Distant (rail, air, etc.)
(Indicate mode of travel) _____

Local (taxi, bus, streetcar, etc.) _____ 2.60

Baggage and Tips..... _____

Tel. and Tel. (official business)..... _____

Miscellaneous (Explain) _____

Total amount expended..... \$ 2.60

Less amount advanced for expenses (if any)

Amount due Brookings Institution or

Amount due employee \$ 2.60

I certify that the foregoing expense account is correct.

Approved by _____

Signature _____

MEMORANDUM ACCOUNT

Month May 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel.& Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, streetcar, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27				2.60				2.60
28								
29								
30								
31								

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date May 25, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Committee Meeting

Trip from: New York to: Washington & Return Date: May 23, 1955 to: May 24, 1955

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution . Bought by New York Bank \$ _____

Hotel _____

Meals. (Other meals paid by Mr. Woodward, will appear in his expenses)85

Local transportation (taxi, bus, streetcar, etc.) 5.20

Telephone and telegraph (official business) _____

Baggage and tips 1.00

Miscellaneous (explain) _____

TOTAL expended \$ 7.05

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 7.05

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month May, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23				1.60	.25			1.85
24		.85		3.60	.75			5.20
25								
26								
27								
28								
29								
30								
31								

Expense Account Washington 5/23-24
 Mr. Washburn paid most of the ^{out of pocket} expenses
 on this trip. Those listed are my
 own. He had travel permission
 from a Congressional Committee &
 wasn't sure how he would allocate
 expenses - Better check with his secy.

May 23 tip .25
 taxi \$ 1.60 on lunch bill
 fare

May 24

taxi 3.60
 breakfast .85

tip .75

~~.14~~
~~.60~~
~~.75~~

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date May 24, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: _____

Trip from: New York to: Washington & Return Date: 5/18/55 to: 5/20/55

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution Plane ticket from Washington to N. Y. only \$ 15.84
(Train ticket from N. Y. to Washington bought by N. Y. Bank)

Hotel 19.06

Meals 8.63

Local transportation (taxi, bus, streetcar, etc.) 7.85

Telephone and telegraph (official business) 2.45

Baggage and tips 2.70

Miscellaneous (explain) _____

TOTAL expended \$ 56.53

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 56.53

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month May, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18	11.33	2.81		1.50	.80	.15		16.59
19	7.73	3.87		3.00	1.30	2.15		18.05
20		1.95	15.84	3.35	.60	.15		21.89
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Purchasing Division:

Kindly make reservation for Mr. Miss Adams and Mrs. Woodward Title _____

Com. on History FR System

Affiliation _____

This is in connection with Bank Personal business.

_____ Airline tickets	One way _____	1st class _____	LB _____	Chair _____
_____ Railroad tickets	Round trip _____	Coach _____	UB _____	Other <u>drawing</u> <small>rm.</small>

From: New York To: Washington Via: Penn RR Indicate route, railroads,

(change of reservations; tickets already purchased)

Congressional airlines and extra-fare trains only where there is a preference.

Date of departure May 23 Approx. time 4:30 EST Date of return undecided

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

* * * * *
with bath

Hotel accommodations for 1 single rooms, _____ double rooms, on _____, in Hay - Adams List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations and amounts as follows: _____

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank business or that of the Reconstruction Finance Corporation, this form should be accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancld.	_____	_____
Amount Cancld.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

REQUEST FOR RESERVATION

No. _____

Date May 16, 1955

Purchasing Division:

Kindly make reservation for Mr. Miss Adams Executive Director
Title

Com. on History FR System. This is in connection with Bank business.
Affiliation Personal

Airline tickets One way x 1st class x LB _____ Chair _____
1 Railroad tickets Round trip _____ Coach _____ UB _____ Other bdrm

From: Minneapolis To: Kansas City Via: Rock Island RR
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure 6/3 Approx. time 6:30 CST Date of return undecided
Train #509 * * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference
_____, Date _____, Matinee or evening.
* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____
List 1st, 2nd, and 3rd choices
* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____.

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank
business or that of the Reconstruction Finance Corporation, this form should be
accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial Name

Accommodations: _____

	<u>Date</u>	<u>Amount</u>		<u>Date</u>	<u>Amount</u>
Cash Received From:			Refund Paid To:		
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg.Amt.Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

REQUEST FOR RESERVATION

No. _____

Date 5/5/55

Purchasing Division:

Kindly make reservation for Mr. Miss Adams & Mr. Donald Woodward
Title _____

Committee on History FR System

_____. This is in connection with Bank business.
Personal _____
Affiliation _____

Airline tickets _____ One way _____ 1st class x LB _____ Chair _____
2 Railroad tickets _____ Round trip x Coach _____ UB _____ Other bdrm

From: New York To: Washington Via: Penn RR
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure May 24 Approx. time 7:30 a.m. Date of return May 24, no reservation

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference
_____, Date _____, Matinee or evening.
* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____
List 1st, 2nd, and 3rd choices
* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____

Signed

PLEASE NOTE: If the use of the above travel reservations is required by Bank
business or that of the Reconstruction Finance Corporation, this form should be
accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations:		Date	Amount	Date	Amount
Cash Received From:				Refund Paid To:	
Paymaster	_____	_____	_____	Paymaster	_____
Individual	_____	_____	_____	Individual	_____
Cost	_____	_____	_____	Amount Charged	_____
Amount Paid	_____	_____	_____	Chg.Amt.Cancl'd.	_____
Amount Cancl'd.	_____	_____	_____	Date Cr. Req.	_____
Refund Recd.	_____	_____	_____	Date Cr. Recd.	_____
Refund Requested	_____	_____	_____		_____

REQUEST FOR RESERVATION

No. _____

Date 5/4/55

Purchasing Division:

Kindly make reservation for Mr. Miss Adams, _____ Title

Com. on History FRSystem. This is in connection with Bank business.
Affiliation Personal

Airline tickets _____ One way _____ 1st class x _____ LB _____ Chair _____
x Railroad tickets _____ Round trip x _____ Coach _____ UB _____ Other bdrm
1 way

From: New York To: Washington Via: Penn RR
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure 4/18 Approx. time 1:20 a.m. Date of return undecided

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference
_____, Date _____, Matinee or evening.
* * * * *

Hotel accommodations for _____ single rooms, 1 double rooms, on Hay Adams,
in Hay Adams, nights of May 18 & 19th
List 1st, 2nd, and 3rd choices
* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank
business or that of the Reconstruction Finance Corporation, this form should be
accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial Name

Accommodations: _____

	<u>Date</u>	<u>Amount</u>		<u>Date</u>	<u>Amount</u>
Cash Received From:			Refund Paid To:		
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg.Amt.Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

REQUEST FOR RESERVATION

No. _____

Date May 4, 1955

Purchasing Division:

Kindly make reservation for Mr. Miss Adams, _____ Title

Com. on History FR System

Affiliation

This is in connection with Bank business.
Personal

<u>2</u> Airline tickets	One way <u>x</u>	1st class <u>x</u>	LB _____	Chair _____
Railroad tickets	Round trip _____	Coach _____	UB _____	Other <u>double</u> bdrm

From: New York To: Chicago Via: Penn RR
Indicate route, railroads,

Marine B'way Ltd
airlines and extra-fare trains only where there is a preference.

Date of departure 5/27 Approx. time 5 pm, EST Date of return undecided
* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference
_____, Date _____, Matinee or evening.
* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____
List 1st, 2nd, and 3rd choices
* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____

Miss Adams will reimburse Bank for cost of one ticket whenever requested.

Signed

PLEASE NOTE: If the use of the above travel reservations is required by Bank
business or that of the Reconstruction Finance Corporation, this form should be
accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial Name

Accommodations: _____		_____		
	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
Cash Received From:			Refund Paid To:	
Paymaster	_____	_____	Paymaster	_____
Individual	_____	_____	Individual	_____
Cost	_____	_____	Amount Charged	_____
Amount Paid	_____	_____	Chg.Amt.Cancl'd.	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____
Refund Requested	_____	_____		

REQUEST FOR RESERVATION

No. _____

Date May 4, 1955

Purchasing Division:

Kindly make reservation for Mr. Miss Adams, _____ Title

Com. on History FR System

Affiliation

This is in connection with Bank business.
Personal

1 Airline tickets One way x 1st class _____ LB _____ Chair _____
Railroad tickets Round trip _____ Coach _____ UB _____ Other _____

From: Chicago To: Minneapolis Via: Northwest
Indicate route, railroads,

#906

airlines and extra-fare trains only where there is a preference.

Date of departure 5/31 Approx. time 5 pm, CDT Date of return _____

* * * * *

Broadcast tickets for: _____

Theatre _____ List in order of preference
_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____

List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank
business or that of the Reconstruction Finance Corporation, this form should be
accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial Name

Accommodations: _____

Cash Received From:		Date	Amount	Refund Paid To:		Date	Amount
Paymaster	_____	_____	_____	Paymaster	_____	_____	_____
Individual	_____	_____	_____	Individual	_____	_____	_____
Cost	_____	_____	_____	Amount Charged	_____	_____	_____
Amount Paid	_____	_____	_____	Chg. Amt. Cancl'd.	_____	_____	_____
Amount Cancl'd.	_____	_____	_____	Date Cr. Req.	_____	_____	_____
Refund Recd.	_____	_____	_____	Date Cr. Recd.	_____	_____	_____
Refund Requested	_____	_____	_____				

For Dr. Joseph H. Willits, Armonk, N. Y.

MEMORANDUM
THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date April 28, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: To confer with Dr. F. Cyril James in Montreal and to report to Mr. Sproul

Trip from: New York to: Montreal & Return Date: April 7, 1955 to: April 8, 1955
and Taxi fare April 25th

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution	\$ <u>48.30</u>
Hotel	_____
Meals	_____
Local transportation (taxi, bus, streetcar, etc.)	<u>6.80</u>
Telephone and telegraph (official business)	<u>6.63</u>
Baggage and tips	<u>.50</u>
Miscellaneous (explain) _____	_____
TOTAL expended	\$ <u><u>62.23</u></u>
Advances (deduct amount advanced for expenses, if any)	_____
<u>Due employee</u>	\$ <u><u>62.23</u></u>
or	
<u>Due The Brookings Institution</u>	\$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month April, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7			25.30	2.10	.50			27.90
8			23.00	1.95		6.63		31.58
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25				2.75				2.75
26								
27								
28								
29								
30								
31								

Committee on the History of the
Federal Reserve System

DATE April 27, 1955

TO Miss Mildred Adams

FROM Don Woodward

REMARKS

Both bills from Dr. White
should be filed, and I've
introduced them. The chairman
had also authorized them by
telephone.

APR 28 1955
DWW

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

EEs Please put these through
as indicated WGA

MEMORANDUM ACCOUNT

THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date April 26, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: _____

Trip from: New York to: Washington & Return Date: April 19, 1955 to: April 21, 1955

Also, taxi fare to George Harrison's office in N. Y. on April 19th

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution Tickets bought by N. Y. Bank, but chair return . . . bought by Miss Adams \$ 2.30

Hotel 10.30

Meals 6.08

Local transportation (taxi, bus, streetcar, etc.) 5.85

Telephone and telegraph (official business)60

Baggage and tips 2.75

Miscellaneous (explain) _____

TOTAL expended \$ 27.88

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 27.88

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month April, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19				2.60	.50			3.10
20	10.30	1.55		1.50	1.25	.30		14.90
21		4.53	2.30	1.75	1.00	.30		9.88
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Expense acct -

Apr. 19 - taxi to Harrison's office * 1.35
tip .25

Apr 19-21 N.Y. - Washington

Apr. 19
transportation - Bank bill

taxi 1.25

tips .25

Apr. 20

Hotel 10.30 (hotel bill)

breakfast 1.90

lunch .65 (?) Brookings bill

telephones 1.30 (hotel bill)

taxis 1.50

tips 1.25

Apr. 21

breakfast - 1.28 (hotel bill)

lunch .50

dinner 2.75

phones 1.30 (hotel bill)

Chin to N.Y. 2.30

taxis 1.75

tips 1.00

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date April 26, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: _____

Trip from: New York to: Washington & Return Date: March 24, 1955 to: March 25, 1955
Also, local taxi fare on March 21st.

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution Ticket bought by New York Bank; chair return bought by Miss Adams \$ 2.30

Hotel _____

Meals 6.45

Local transportation (taxi, bus, streetcar, etc.) 5.60

Telephone and telegraph (official business) _____

Baggage and tips 2.00

Miscellaneous (explain) _____

TOTAL expended \$ 16.35

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 16.35

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month March, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21				2.00	.30			2.30
22								
23				1.00	.15			1.15
24		3.75		.90	.75			5.40
25		2.70	2.30	1.70	.80			7.50
26								
27								
28								
29								
30								
31								

Trip to Washington - Mar. 24, 25

Mar. 23

Taxi 1.00
Tip .15

Mar. 24

Tax .90
Tips .75
Lunch 1.50
Dinner 2.25

Mar. 25

Lunch .95
Dinner 1.75
Taxis 1.70
Tips .80
Chair Return 2.30

Mar. 21

Tax to office
at H. Scheryan 2.00
Tip .30

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date April 15, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Visit Federal Reserve Banks of Dallas, Texas and San Francisco, California

New York to Dallas

Trip from: Dallas to: San Francisco Date: Mar. 29, 1955 to: April 12, 1955
San Francisco to New York

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution . . . (bought by N. Y. Federal Reserve Bank) \$ _____

Hotel 21.00

Meals 29.70

Local transportation (taxi, bus, streetcar, etc.) 13.35

Telephone and telegraph (official business) 3.46

Baggage and tips 10.75

Miscellaneous (explain) _____ 20.00

TOTAL expended \$ 98.26

Advances (deduct amount advanced for expenses, if any) 250.00

Due employee \$ _____

or

Due The Brookings Institution \$ 151.74

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month March and April, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
Apr. 1		.90			1.25		5.00	7.15
2								0
3								0
4				2.25	1.00			3.25
5		3.50		.50	.50			4.50
6		4.00		2.00	.75			6.75
7				1.30	.15	.60		2.05
8		1.75		1.15	.50			3.40
9		5.75			.75			6.50
10		2.75			.35			3.10
11		4.50		1.30	1.75		15.00	22.55
12		2.50			1.25			3.75
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
Mar. 29	7.00	2.50		2.35	1.50	2.86		16.21
30	7.00	2.70			.50			10.20
31	7.00	1.35			.50			8.85

Purchasing Division:

Kindly make reservation for Mr. Miss Adams, _____ Title

Committee on History of F R System. This is in connection with Bank Personal business.
Affiliation

2 Airline tickets One way x 1st class _____ LB _____ Chair _____
Railroad tickets Round trip _____ Coach _____ UB _____ Other _____

From: New York To: Kansas City Via: TWA
Kansas City Chicago Indicate route, railroads,

NY to Kansas City: TWA, Flight 59
Kansas City to Chicago: TWA, leave Kansas City, 3:45p.m., arrive Chicago 5:35p.m.
airlines and extra-fare trains only where there is a preference.

Date of departure May 3 Approx. time 1:30 p.m. Date of return May 7, 3:45 p.m.

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

* * * * * with bath

Hotel accommodations for 1 single rooms, _____ double rooms, on _____,
in Blackstone Hotel, Chicago, May 7. Arrive 6:00p.m. May 7, leave 4:00 p.m. May 8
List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____.

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank business
or that of the Reconstruction Finance Corporation, this form should be accompanied by
an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial Name

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

Date April 18, 1955

Purchasing Division:

Kindly make reservation for Mr. Miss Adams, _____ Title

Committee on History FR System . This is in connection with Bank Personal business.
Affiliation

Airline tickets _____ One way _____ 1st class x LB _____ Chair _____
1 Railroad tickets _____ Round trip 1 Coach _____ UB _____ Other bdrm

From: New York To: Washington, D.C. Via: Penn. RR
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure April 20 Approx. time 1130 a.m. Date of return 4/21

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for 1 with bath single rooms, _____ double rooms, on 4/20,

in Hay-Adams Hotel
List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations and amounts as follows: _____

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank business or that of the Reconstruction Finance Corporation, this form should be accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

Purchasing Division:

Kindly make reservation for Mr. Miss Adams, _____ Title

Committee on History of FRSystem

This is in connection with Bank Personal business.

Affiliation

Airline tickets One way 1st class LB _____ Chair
 Railroad tickets Round trip _____ Coach _____ UB _____ Other _____

From: Chicago Minneapolis To: Minneapolis New York Via: Burlington RR TWA? Flight 2, 5:35

Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure May 8 Approx. time 4.p.m. Date of return May 11, 5:35

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____
List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____.

Signed

PLEASE NOTE: If the use of the above travel reservations is required by Bank business or that of the Reconstruction Finance Corporation, this form should be accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

Date March 21, 1955

Purchasing Division:

Kindly make reservation for Mr. Miss Adams, _____ Title

Committee on History of Federal Reserve System

This is in connection with Bank Personal business.

Affiliation

_____ Airline tickets	One way _____	1st class _____	LB _____	Chair _____
_____ Railroad tickets	Round trip _____	Coach _____	UB _____	Other _____

From: _____ To: _____ Via: _____
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure _____ Approx. time _____ Date of return _____

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for 1 single rooms, _____ double rooms, on 3/24 leave 3/25,
in Hay-Adams arrive 8:00 am

List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$250.00, in denominations
and amounts as follows: five \$50.00 checks

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank business or that of the Reconstruction Finance Corporation, this form should be accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

Purchasing Division:

Kindly make reservation for Mr. Miss Adams, _____ Title

Committee on History of F R System

This is in connection with Bank Personal business.

Affiliation

<u>* Airline tickets</u>	One way <u> </u>	1st class <u> </u>	LB <u> </u>	Chair <u> </u>
<u>Railroad tickets</u>	Round trip <u> </u>	Coach <u> </u>	UB <u> </u>	Other <u> </u>

From: San Francisco To: New York Via: TWA upper berth
 Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure 4/11 Approx. time 10 p.m. Date of return _____

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____
List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____.

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank business or that of the Reconstruction Finance Corporation, this form should be accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations: _____

Cash Received From:	<u>Date</u>	<u>Amount</u>	Refund Paid To:	<u>Date</u>	<u>Amount</u>
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

Purchasing Division:

Kindly make reservation for Mr Miss Mildred Adams, _____ Title

Committee on History of Federal Reserve System

_____. This is in connection with Bank Personal business.
Affiliation _____

Airline tickets One way 1st class _____ LB _____ Chair _____
 Railroad tickets Round trip _____ Coach _____ UB _____ Other _____

From: Dallas, Texas To: San Francisco Via: American Airlines
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure April 4 Approx. time 11:45 a.m. Date of return _____

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____
List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____.

Signed

PLEASE NOTE: If the use of the above travel reservations is required by Bank business or that of the Reconstruction Finance Corporation, this form should be accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

Date March 14, 1955

Purchasing Division:

Kindly make reservation for Mr. Miss Mildred Adams, _____ Title _____

Committee on History of F R System. This is in connection with Bank Personal business.
Affiliation _____

Airline tickets One way _____ 1st class _____ LB _____ Chair _____
 Railroad tickets Round trip _____ Coach _____ UB _____ Other _____

From: Dallas To: Austin, Texas Via: Braniff Airways
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure 4/1/55 Approx. time 6:15 p.m. Date of return 4/4/55, 10:49 a.m.

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference _____

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____
List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____

Signed

PLEASE NOTE: If the use of the above travel reservations is required by Bank business
or that of the Reconstruction Finance Corporation, this form should be accompanied by
an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

OK ticket sewed 3/7 (tel. from Weiss B)

3

REQUEST FOR RESERVATION

No. _____

Date March 7, 1955

Purchasing Division:

Kindly make reservation for Mr. Miss Mildred Adams, _____ Title

Brookings Institution Affiliation. This is in connection with Bank Personal business.

Airline tickets One way 1st class _____ LB _____ Chair _____
 Railroad tickets Round trip _____ Coach _____ UB _____ Other _____

From: New York To: Dallas, Texas Via: Am. Air Lines
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure Mar. 29 Approx. time 9:05 a.m. Date of return _____

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____,
in _____
List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____.

Mildred Adams
Signed

PLEASE NOTE: If the use of the above travel reservations is required by Bank business or that of the Reconstruction Finance Corporation, this form should be accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

Date March 17, 1955

Purchasing Division:

Kindly make reservation for Mr. Miss Mildred Adams, _____ Title

Committee on History of Federal Reserve System. This is in connection with Bank Personal business.
Affiliation

 Airline tickets One way 1st class X LB Chair
 X Railroad tickets Round trip X Coach UB Other bedroom

From: New York To: Washington & return Via: Penn RR (NY to Wash., no return reservation)
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure 3/24/55 Approx. time 1:30 a.m. Date of return 3/25

* * * * *

Broadcast tickets for: _____
Theatre List in order of preference

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for _____ single rooms, _____ double rooms, on _____, in _____
List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations and amounts as follows: _____

Signed

PLEASE NOTE: If the use of the above travel reservations is required by Bank business or that of the Reconstruction Finance Corporation, this form should be accompanied by an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial Name

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date March 7, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Visit to Federal Reserve Bank of Atlanta

Trip from: New York to: Atlanta & return Date: Feb. 14, 1955 to: Feb. 17, 1955

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution (bought by N. Y. Fed. Res. Bank, but additional charge for switch from roomette to bedroom paid for by Miss Adams) \$ 10.46

Hotel 12.36

Meals 15.35

Local transportation (taxi, bus, streetcar, etc.) 3.19

Telephone and telegraph (official business) 1.05

Baggage and tips 3.40

Miscellaneous (explain) _____

TOTAL expended \$ 45.81

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 45.81

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month February, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14		2.85	5.23	1.50	.75			10.33
15	6.18	4.39		.52	1.00	.75		12.84
16	6.18	3.98		.52	.65			11.33
17		4.13	5.23	.65	1.00	.30		11.31
18								
19								
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28								
29								
30								
31								

Expenses - U. G. - Atlanta

Feb 14

transportation

rail road + roomette - bank (paid)

additional for shift to bedroom - 5.23

+ will charge

taxi - 1.50

dinner - 2.85

tips .75

(pd by Mr. A.)

Feb 15

breakfast 1.39

dinner 3.00

taxi .52

room 6.18 (on bill)

phones .75 (on bill)

tips 1.00

Feb. 16

room 6.18 (on bill)

breakfast 1.13 (on bill)

taxi .52

dinner 2.85

tips .65

Feb 17 -

break fast 1.13 (on bill)

lunch 1.50

taxi .65

dinner 1.50

tips 1.00

phone .30

+ 5.23 - (rr reservation)

(~~charge~~ extra charge for
change from imette to bedu'm
reservation)

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date March 4, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Jan. 6 and Jan. 19: To review papers of Fred I. Kent

Purpose: Jan. 24: Business lunch with representative of Internat'l Inst. of Education

Trip from: New York to: Scarsdale & return Date: Jan. 6 and Jan. 19 (two trips)

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution . . . (Two round-trip tickets) \$ 2.80

Hotel _____

Meals . . . (Jan. 24) 7.21

Local transportation (taxi, bus, streetcar, etc.) _____

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 10.01

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 10.01

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month January, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6			1.40					1.40
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19			1.40					1.40
20								
21								
22								
23								
24		7.21						7.21
25								
26								
27								
28								
29								
30								
31								

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date March 3, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: _____

Trip from: New York to: Washington and return Date: Feb. 27, 1955 to: March 1, 1955

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution (Bedroom and round-trip reservation bought by N. Y. Reserve Bank; chair return bought by Miss Adams) \$ 2.30

Hotel 10.30

Meals 5.98

Local transportation (taxi, bus, streetcar, etc.) 6.85

Telephone and telegraph (official business)90

Baggage and tips 2.25

Miscellaneous (explain) _____

TOTAL expended \$ 28.58

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 28.58

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month February - March, 1955 (February 27, 28, March 1 --- one trip)

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, etc.)				
1		4.13	2.30	3.50	1.20	.45		11.58
2								
3								
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26								
27				1.25	.50			1.75
28	10.30	1.85		2.10	.55	.45		15.25
29								
30								
31								

Expense Account to Washington Feb. 27th

Feb 27th
 Taxi \$ 1.25

round trip local road fare
 and space going brought
 by bank -

porter
 tips .50

Feb 28

breakfast 1.10
 telephones .30
 lunch .75

tips -- .15
40
 .55

Taxis 2.10
 room 10.00

March 1

* breakfast 1.25 (hotel bill)
 telephones .30 "
 Taxis 3.50 tip 60
 dinner 2.85
 tips .60
 Chair - Wash - N.Y. \$ 2.30

Service on Phone .30
 Tax on Room .30
+.60

For Mr. W. Randolph Burgess, Under Secretary, Department of the Treasury,
Washington 25, D.C.

THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date March 2, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: to attend Committee meeting at Princeton, New Jersey

Trip from: Washington to: N. Y., Princeton, & Dartmouth 2/28/55 to: 2/29/55

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ 25.98

Hotel _____

Meals _____

Local transportation (taxi, bus, streetcar, etc.) 3.50

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 29.48

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 29.48

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month January

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
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12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28			\$15.84	\$2.75				\$15.84
29			\$10.14	\$3.59				\$13.64
30								
31								



Office of
 UNDER SECRETARY OF THE TREASURY
 FOR MONETARY AFFAIRS
 WASHINGTON

RECEIVED

February 1, 1955

FEB - 2 1955

COMMITTEE ON THE HISTORY
 OF THE
 FEDERAL RESERVE SYSTEM

Miss Mildred Adams
 Committee on the History of
 The Federal Reserve System
 33 Liberty Street
 New York 45, New York

Dear Miss Adams:

Herewith is a statement of transportation used by Mr. W. Randolph Burgess in connection with the all-day meeting of the Committee on the History of the Federal Reserve System at Princeton, New Jersey, on Saturday, January 29, 1955:

Friday, January 28th

Washington, D. C. to New York, N. Y.
 via American Airlines
 1-way FC ticket, plus tax \$15.84

Saturday, January 29th

Mr. Burgess was driven by his son on Saturday morning to Princeton, N. J. from Hastings-on-Hudson, N. Y. His transportation from Princeton in the evening was as follows:

Taxi, Princeton, N. J. to Trenton, N. J. 2.75

Trenton, N. J. to Washington, D. C.
 via Pa.RR, "The Embassy"
 1-way FC rail ticket, plus tax 8.24
 1 Pullman seat, plus tax 1.90 10.14

Taxi from station, Washington, D. C.75

TOTAL 29.48

15.84
 10.14

 25.98
 3.50

 29.48

3.50

10.14
 3.50

 13.64

Sincerely yours,

Edna W. Ponton
 Secretary to Mr. Burgess

TRUSTEES

WILLIAM R. BIGGS, *Chairman*
 HUNTINGTON GILCHRIST, *Vice Chairman*
 ARTHUR STANTON ADAMS
 DANIEL W. BELL
 ROBERT D. CALKINS
 EDWARD CARMICHAEL
 WILFRED L. GOODWYN, JR.
 JOHN W. HANES
 LEWIS WEBSTER JONES
 JOHN E. LOCKWOOD
 LEVERETT LYON
 GEORGE C. MCGHEE
 ROBERT BROOKINGS SMITH
 LAURENCE F. WHITTEMORE
 DONALD B. WOODWARD

HONORARY TRUSTEES

ROBERT PERKINS BASS
 MRS. ROBERT S. BROOKINGS
 JOHN LEE PRATT
 HARRY BROOKINGS WALLACE

The Brookings Institution

Washington 6, D. C.

722 JACKSON PLACE, N. W.

February 23, 1955

OFFICERS

ROBERT D. CALKINS
President
 MILDRED MARONEY
Treasurer
 ELIZABETH H. WILSON
Secretary
 SHELDON B. AKERS
Executive Manager

Dear Mrs. Singer:

Mr. Calkins' expenses for the Princeton

conference were:

Meals	\$ 1.40
Transportation (rail)	20.62
Tips	.25
	<hr/>
	\$22.27

RECEIVED

FEB 24 1955

COMMITTEE ON THE HISTORY
 OF THE
 FEDERAL RESERVE SYSTEM

Sincerely,

Secretary to Mr. Calkins

Mrs. Ellen Singer
 Committee on the History of
 The Federal Reserve System
 33 Liberty Street
 New York 45, New York

For: Dr. F. Cyril James, Principal and Vice Chancellor, McGill University,
Montreal 2, Canada

THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date March 2, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: to attend Committee meeting in Princeton, New Jersey

Trip from: Montreal to: Princeton & return Date: 1/27/55 to: 1/30/55

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ 52.26

Hotel 12.00

Meals 9.50

Local transportation (taxi, bus, streetcar, etc.) 7.76

Telephone and telegraph (official business) 3.30

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 85.63

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 85.63

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month January

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
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26								
27	\$29.26		\$29.26					\$29.26
28	6.00	4.40				1.90		12.30
29	6.00	4.10		7.50		1.40		19.26
30		1.00	23.81					24.81
31								

PRINCIPAL AND VICE-CHANCELLOR
F. CYRIL JAMES



February 1, 1955.

McGILL UNIVERSITY
MONTREAL, 2

3/2 \$ premium

Dear Miss Adams,

Dr. James has asked me to send you the following statement of expenses:

January 27th	By train to Princeton	Canadian	\$ 28.27	-	29.26
January 28th - 30th	Attached bill, Nassau Tavern Hotel		24.80	US	
	Taxis, to and from airport		7.50	Can	7.76
January 30th	- By air to Montreal		23.00	Can	23.81

Roche - 436

103/2

✓

29.26

24.80 US

7.50 Can - 7.76

23.00 Can - 23.81

Yours sincerely,

Principal's Secretary

Total

Miss Mildred Adams
History of the Federal Reserve System,

RECEIVED

FEB - 7 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

29.26
23.00

5.26

March 1, 1955

Miss D. McMurray
Office of the Principal
McGill University
Montreal 2, Canada

Dear Miss McMurray:

Miss Adams is away from this office for a short trip and I am therefore answering your letter to her. We have held all the expense accounts for Committee members here in this office in order to send them as a unit to the Brookings Institution. I hope this has not inconvenienced your bookkeeping. The accounts will go to Brookings this week.

Will you please convey to Dr. James our apologies that the Nassau Tavern presented a bill to him. Our understanding was that this bill would be added to the Committee account at the Princeton Inn.

Sincerely yours,

Research Assistant

RECEIVED

PRINCIPAL AND VICE-CHANCELLOR

F. CYRIL JAMES

FEB 23 1955



February 25
1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

MCGILL UNIVERSITY
MONTREAL, 2

Dear Miss Adams,

On February 1 I wrote you:

Statement of expenses Dr. James:

January 27th	by train to Princeton	\$28.27
January 28th to 30th	attached bill Nassau Tavern Hotel	24.80
	Taxis, to and from airport	7.50
January 30th	By air to Montreal	23.00

and I attached the bill to the previous letter for the Nassau Tavern Hotel. I am wondering if by any chance this letter did not reach you?

Sincerely yours,

Principal's Secretary

Miss Mildred Adams
33 Liberty Street
NEW YORK 45.

Committee on the History of the Federal Reserve System

For Dr. Joseph H. Willits, Armonk, New York

March 2, 1955

to attend Committee meeting at Princeton, New Jersey

Philadelphia Princeton & return Jan. 29, 1955

Committee on the History of the Federal Reserve System

1.77

1.90

3.67

3.67

January

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 2089
 2090
 2091
 2092
 2093
 2094
 2095
 2096
 2097
 2098
 2099
 2100

\$ 1.77

\$1.90

\$3.67

Dr. W. W. W. W.
Expense
Phila to Pr. +
return 1.77
Tape ————— 1.26
" " .65

Jan 29/54 Dr. W. W. W.
Send it to
Armonk, N. Y.

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date March 2, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: to attend Committee meeting at Princeton, New Jersey

Trip from: Columbia, Mo. to: Princeton & return Date: Jan. 2, 1955 to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution	difference between amount allowed by Congressional Committee, before which Dr. Wood testified on the day following Princeton meeting, and the cost of trip.	\$ 26.37
Hotel	_____
Meals	_____
Local transportation (taxi, bus, streetcar, etc.)	_____
Telephone and telegraph (official business)	_____
Baggage and tips	_____
Miscellaneous (explain)	_____	_____
TOTAL expended	\$ <u>26.37</u>
Advances (deduct amount advanced for expenses, if any)	_____
Due employee	\$ <u>26.37</u>
or	_____
Due The Brookings Institution	\$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month January

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26			\$26.37					\$26.37
27								
28								
29								
30								
31								

Transportation expenses of Elmer Wood for meeting in Princeton
in excess of amount allowed by Congressional Committee for
trip to Washington

Bus and taxi fares, Columbia, Missouri to St. Louis
Airport and return \$12.79

Airplane ticket, St. Louis Airport to New York
and return 117.92

Bus and taxi, L~~aguardia~~uardia Field to Pennsylvania Station 2.25

A refund of \$10.45 on unused portion of Airplane ticket
approximately offset the cost of railroad tickets from
New York to Princeton and from Princeton to Washington

Total 132.96

Deduct the amount allowed by Congressional Committee
for transportation from Columbia, Missouri to
Washington and return, including airplane ticket,
bus and taxis 106.59

Difference 26.37 ✓

Elmer Wood

OK
llc

RECEIVED

FEB 23 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date: January 6, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: To attend meeting of Executive Committee of Committee on History of Federal Reserve System

Trip from: New York to: Washington & return Date: December 28, to: 1954

Project to which charged: Committee on History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution train tickets bought by Federal Reserve Bank of New York \$

Hotel

Meals. 7.00

Local transportation (taxi, bus, streetcar, etc.) 1.95

Telephone and telegraph (official business)

Baggage and tips 1.30

Miscellaneous (explain)

TOTAL expended \$ 10.25

Advances (deduct amount advanced for expenses, if any)

Due employee \$ 10.25

or

Due The Brookings Institution \$

I certify that the foregoing expense account is correct.

Signature

Approved by

December 1954

Day	Hotel	Meals	Transportation		Baggage & Tlys	Tel. & Tel.	Misc.	Total
			Distant (Rail, air, etc.)	Local (Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

7.00

1.95

1.30

\$10.25

December 13, 1954

Dear Mr. Hoke:

Thank you for sending the bill which arrived in this office on December 9th. Miss Adams was in Washington so I delayed writing you until I could discuss the bill with her. I am sorry for this delay, particularly as there are a few items on the bill which we do not understand.

On the master account, there are three charges neither Miss Adams nor I can identify: On November 20, a charge of \$.75 labelled Cash Advance; on November 21, a charge of \$15.00 under Room Service, and one of \$1.00 under Gift Shop. The only other item we question is that of charging the Committee for Mr. Woodward's room on the nights of November 21 and 22. Mr. Woodward left the Inn at 4 p.m. on Sunday, November 21. Though we realize this was after your checkout time of 2 p.m., we had hoped you would not charge us even for November 21.

I shall hold the bill until I hear from you about these questions. I wish I could add to this letter information about our next Committee meeting but that must wait until tomorrow when the Executive Committee meets.

Sincerely,

Research Assistant

Mr. G. Bland Hoke
The Princeton Inn
Princeton, New Jersey

PRINCETON INN

PRINCETON, NEW JERSEY

November 30, 1954

Committee on the History of the Federal Reserve System33 Liberty StreetNew York 45, New York

ALL BILLS PAYABLE ON PRESENTATION

\$ 339.99

Nov	19	Master Account	93.90	? 15-
	to	Mrs. Adams's account	29.85	OK
	22	Dr. Bopp's account	119.19	? telg ←
		Mr. James's account	30.05	OK - bumpuck!
		Mr. Reifler's account	6.15	OK
		Mr. Woodward's account	17.80	same charge
		Gratuity	<u>43.05</u>	
			\$339.99	

RECEIVED

NOV 9 1954

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

MASTER ACCOUNT
FEDERAL RESERVE BANK

PRINCETON INN

PRINCETON, N. J.

FOLIO No. No. 10552

FROM _____ TO _____

DATE									
BROUGHT FORWARD	11/20	21	✓	2110	9390				
ROOM									
ROOM SERVICE		15-?							
FOOD		125 ✓		125 ✓	75 ✓				
		1420 ✓		210 ✓					
				780 ✓					
				4565 ✓					
BEVERAGES		4490 ✓							
TELEPHONE									
VALET - LAUNDRY									
GIFT SHOP		1-1?							
CASH ADVANCES		75 ✓							
TRANSFERS									
TOTAL CHARGES									
CASH									
ALLOWANCES									
TRANSFER									
BALANCE				2110	9390	9390			

223/224/225 Bopp, Karl Dr. 11/19/54 2
 Wood, Elmer Dr.
 34.00 Res. New York, N.Y. 11/21/54

PRINCETON INN

PRINCETON, N. J.

Federal Reserve System

FOLIO No. No. 10506
 FROM _____ TO _____

DATE									
BROUGHT FORWARD									
ROOM	34 -	34 -	34 -	7894	11669				
ROOM SERVICE									
FOOD		940	✓ 375	✓ 125	✓ 125				
BEVERAGES									
TELEPHONE			TELE 154 ✓ ?						
VALET - LAUNDRY									
GIFT SHOP									
CASH ADVANCES									
TRANSFERS									
TOTAL CHARGES									
CASH									
ALLOWANCES									
TRANSFER									
BALANCE	34 -	7894	11669	11919					

THE PRINCETON INN
 NOV 22 9 21 PM '54
 PRINCETON N. J.

Chg

204 James, F. Cyril Mr. 11/20/54 1
 9.00 Res. Montreal, Canada 11/22/54
 H/R

Federal Reserve

PRINCETON INN

PRINCETON, N.J.

FOLIO No.

No. 10533

FROM TO

DATE									
BROUGHT FORWARD	11/20	21	22						
ROOM	900	9-	1840	2865					
ROOM SERVICE									
FOOD	210	125	125	-					
	410								
	1								
BEVERAGES	35								
	120								
	165								
	20								
TELEPHONE			15	-					
VALET - LAUNDRY									
GIFT SHOP									
CASH ADVANCES									
TRANSFERS									
TOTAL CHARGES									
CASH									
ALLOWANCES									
TRANSFER									
BALANCE	1840	2865	3005						

[Handwritten signature]
 Nov 22 11 51 AM '54
 PRINCETON, N.J.
 THE PRINCETON INN

Cha -

233 Adams, Mildred Mrs. 11/20/54 1
 9.00 Res. New York, N.Y. 11/22/54
 H/R

Federal Reserve

OK 305

PRINCETON INN

PRINCETON, N. J.

FOLIO No. No. 10530
 FROM ----- TO -----

DATE									
BROUGHT FORWARD									
ROOM	11/20	✓	21	✓					
ROOM SERVICE									
FOOD									
BEVERAGES									
TELEPHONE									
VALET - LAUNDRY									
GIFT SHOP									
CASH ADVANCES									
TRANSFERS									
TOTAL CHARGES									
CASH									
ALLOWANCES									
TRANSFER									
BALANCE									

11/20 ✓ 21 ✓
 9.30 18.90
 9.00 9.00

85 ✓
 7.25 ✓
 9.35 ✓ lunch

30 ✓ 15 ✓
 15 ✓
 15 ✓
 15 ✓

THE PRINCETON INN
 321 N. 3rd St.
 PRINCETON, N. J.

29.85

9.30 18.90

Chy

226 WOODWARD D B 11/20 (1)
 6.00 NYC NY 11/21 Dh Dh

Res. 5.00

of 20

PRINCETON INN

PRINCETON, N. J.

FOLIO No. No. 10558

FROM TO

Fed. Reserve

DATE	11/20	21	22	23				
BROUGHT FORWARD								
ROOM	5 00	5	14 80	17 80				
ROOM SERVICE			5					
FOOD		225						Mr. Woodward left at 4 p.m.
BEVERAGES								
TELEPHONE		55						
VALET - LAUNDRY								
GIFT SHOP								
CASH ADVANCES								
TRANSFERS								
TOTAL CHARGES								
CASH								
ALLOWANCES								
TRANSFER								
BALANCE	5	14 80	17 80	17 80				

chg

For: Mrs. Ellen C. Singer

MEMORANDUM ACCOUNT
THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date March 2, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: to deliver papers in New York; to attend Committee meeting in Princeton

Trip from: New York to: Princeton & return Date: Jan. 29, 1955 to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ 3.72

Hotel _____

Meals _____

Local transportation (taxi, bus, streetcar, etc.) 2.10

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 5.82

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 5.82

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month January

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10				\$.30				\$.30
11				\$.15				\$.15
12								
13				\$ 1.20				\$1.20
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24				\$.15				\$.15
25								
26								
27								
28								
29			\$3.72	\$.30				\$4.02
30								
31								

MEMORANDUM ACCOUNT

Month January

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28			\$3.72	\$1.50	\$.25			\$5.47
29		\$2.40			\$.25			\$2.65
30								
31								

Expense Account - UCA

Princeton Jan 28 - 29 / 55

Jan 28

taxis 1.50

tips .25

roundtrip fare NY - Princeton & return?

Jan 29

dinner 2.40

tip .25

For: Miss Marguerite Burnett

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date March 2, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: to visit the Franklin D. Roosevelt Library

Trip from: New York to Hyde Park & return Date: Feb. 15, 1955 to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ 5.41

Hotel _____

Meals _____

Local transportation (taxi, bus, streetcar, etc.) _____

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 5.41

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 5.41

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month February

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15			\$5.41					\$5.41
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

For: Mrs. Ellen C. Singer

MEMORANDUM ACCOUNT
THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date March 2, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: To visit Franklin D. Roosevelt Library

Trip from: New York to: Hyde Park & return Date: Feb. 15, 1955 to: _____

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution \$ 5.41

Hotel _____

Meals _____

Local transportation (taxi, bus, streetcar, etc.) _____

Telephone and telegraph (official business) _____

Baggage and tips _____

Miscellaneous (explain) _____

TOTAL expended \$ 5.41

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 5.41

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month February

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15			\$5.41					\$5.41
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date March 2, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: Visit Federal Reserve Bank of Cleveland

Trip from: New York to: Cleveland and return Date: Jan. 10, 1955 to: Jan. 14, 1955

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution (Bought by New York Reserve Bank) \$ 00.00

Hotel 14.00

Meals 6.56

Local transportation (taxi, bus, streetcar, etc.) 1.25

Telephone and telegraph (official business)15

Baggage and tips 3.65

Miscellaneous (explain) _____

TOTAL expended \$ 25.61

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 25.61

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month January, 1955

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10				1.25	.20			1.45
11	7.00	3.65			.70			11.35
12	7.00	.93			.50	.15		8.58
13		.93			.75			1.68
14		1.05			1.50			2.55
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Trip to Cleveland - 1/10/55 - 1/14/55

Monday Jan 10

taxi - 1.25

tips ~~20~~

Transportation (bank bought - will change)

Tuesday Jan 11

room \$7 (see hotel bill)

breakfast 1.25

lunch

dinner - 2.10

tips ~~70~~

(bank)

model

Wednesday Jan 12

room \$7 (see hotel bill)

breakfast .93

lunch

dinner

tips ~~50~~

telephones .15

1.50
1.50
40

Thursday Jan 13

breakfast .93⁴ (see hotel bill)

lunch

dinner

transportation to N.Y.

(bank brought - will change)

~~telephones~~

tips .75

Friday Jan 14

breakfast 3.05

tips 1.50

Purchasing Division:

Date: Feb. 24, 1955

Kindly make reservation for Mr. Miss Adams, _____ Title

Committee on History of FR System
Brookings Institution
Affiliation

This is in connection with Bank Personal business.

Airline tickets One way _____ 1st class 1 LB _____ Chair _____
1 Railroad tickets Round trip 1 Coach _____ UB _____ Other bedroom
From: New York To: Washington & return Via: Penn RR (NY to Wash., no return reservation)
Indicate route, railroads,

airlines and extra-fare trains only where there is a preference.

Date of departure 2/28/55 Approx. time 1:30 a.m. Date of return 3/1

* * * * *

Broadcast tickets for: _____
Theatre _____ List in order of preference

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for 1 single rooms, w. bath double rooms, on 2/28,
in Hay-Adams Hotel, Washington, D.C.

List 1st, 2nd, and 3rd choices

* * * * *

Please purchase travelers checks in the face amount of \$ _____, in denominations
and amounts as follows: _____

Signed _____

PLEASE NOTE: If the use of the above travel reservations is required by Bank business
or that of the Reconstruction Finance Corporation, this form should be accompanied by
an Exemption Certificate signed by the traveler.

FOR USE OF PURCHASING DIVISION

Reservations Made: _____ Tickets Picked Up By _____
Date and Initial _____ Name _____

Accommodations: _____

Cash Received From:	Date	Amount	Refund Paid To:	Date	Amount
Paymaster	_____	_____	Paymaster	_____	_____
Individual	_____	_____	Individual	_____	_____
Cost			Amount Charged	_____	_____
Amount Paid	_____	_____	Chg. Amt. Cancl'd.	_____	_____
Amount Cancl'd.	_____	_____	Date Cr. Req.	_____	_____
Refund Recd.	_____	_____	Date Cr. Recd.	_____	_____
Refund Requested	_____	_____			

MEMORANDUM ACCOUNT
THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date January 6, 1955

This report should be submitted to the Executive Manager upon return from travel, or at the end of the month in which official travel occurs, for which reimbursement of expenses essential to the transacting of official business has been authorized, or for which funds were advanced before departure. Advances should be accounted for and unused funds should be returned promptly after the return from an official trip.

A chronological account of expenses is recommended but not required (see reverse side for form). Expenditures should be classified and should be reasonable in view of the nature and purpose of the trip.

Purpose: _____

Trip from: New York to: Washington & return Date: Dec. 8 to: Dec. 10
Dec. 28 to: Dec. 28

Project to which charged: Committee on the History of the Federal Reserve System

Transportation (rail, air, etc.) except portion bought by or charged to the Institution . . . (bought by # F.R.B. NY) \$ _____

Hotel 10.30

Meals 11.87

Local transportation (taxi, bus, streetcar, etc.) 7.65

Telephone and telegraph (official business)15

Baggage and tips 3.30

Miscellaneous (explain) _____

TOTAL expended \$ 33.27

Advances (deduct amount advanced for expenses, if any) _____

Due employee \$ 33.27

or

Due The Brookings Institution \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month December, 1954

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5								
6								
7								
8				2.00	.25			2.25
9		3.75		1.50	.50			5.75
10	10.30			2.50	.75	.15		18.02
11		4.62						
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28		3.50		1.65	1.80			6.95
29								
30								
31								