

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date May 22, 1956

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 Washington

Trip from: New York to: Washington Date: May 16, 1956 to: May 18, 1956

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 (Will appear on Bank bill except for chair) -	\$ <u>2.85</u>
Hotel	<u>18.03</u>
Meals	<u>13.39</u>
Local transportation (taxi, bus, streetcar, etc.)	<u>5.45</u>
Telephone and telegraph (official business)	<u>2.25</u>
Baggage and tips	<u>4.75</u>
Miscellaneous (explain) _____	_____
TOTAL expended	\$ <u>46.72</u>
Advances (deduct amount advanced for expenses, if any)	_____
<u>Due employee</u>	<u>\$ <u>46.72</u></u>
or	
<u>Due The Brookings Institution</u>	<u>\$ _____</u>

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month _____

May, 1956

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								
17	10.30	3.57		1.75	1.10			16.72
18	7.73	6.15		1.20	1.90	1.65		18.63
19		3.67	2.85	2.50	1.75	.60		11.37
20								
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27								
28								
29								
30								
31								

For: Miss Irma Burstein

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date May 18, 1956

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: _____ 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) _____

Baggage and tips _____

Miscellaneous (explain) Purchase labels on May 1, May 17 2.06

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	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
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31								

Date May 7, 1956

Purchasing Division:

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

~~Com. on History FR System~~ This is in connection with ^{Bank} ~~Personal~~ business.
Affiliation

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

From: New York To: Washington Via: Penna. R.R.
Indicate route, railroads,

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

Date of departure 5/16/56 Approx. time _____ Date of return _____
on the Congressional

* * * * *

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

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for _____ single rooms, 1 double rooms, ^{with twin beds} on May 16 & 17,
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	_____	_____			

THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date April 30, 1956

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: Preparation for and attendance at Committee meeting, April 16, 1956

Trip from: New York to: Washington Date: April 12, 1956 to: April 13, 1956
New York to: Washington Date: April 15, 1956 to: April 16, 1956

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	\$ 2.30
Hotel	11.33
Meals	3.87
Local transportation (taxi, bus, streetcar, etc.)	9.00
Telephone and telegraph (official business)	_____
Baggage and tips	4.25
Miscellaneous (explain) _____	_____
TOTAL expended	\$ <u>30.75</u>
Advances (deduct amount advanced for expenses, if any)	_____
Due employee	\$ <u>30.75</u>
or	
Due The Brookings Institution	\$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month April, 1956

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				1.75	.50			2.25
13				3.75	1.75			5.50
14								
15	11.33			1.75	.50			13.58
16		3.87	2.30	1.75	1.50			9.42
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For: Mr. Donald B. Woodward
 Vick Chemical Company
 122 East 42nd Street
 New York 17, N. Y.

MEMORANDUM ACCOUNT

THE BROOKINGS INSTITUTION
 MONTHLY TRAVEL EXPENSE REPORT

Date April 30, 1956

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, April 16, 1956

Trip from: New York to: Washington Date: April 15, 1956 to: April 16, 1956

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	\$ 2.30
Hotel	11.33
Meals	10.00
Local transportation (taxi, bus, streetcar, etc.)	2.95
Telephone and telegraph (official business)85
Baggage and tips85
Miscellaneous (explain) _____	_____
TOTAL expended	\$ 27.43
Advances (deduct amount advanced for expenses, if any)	_____
<u>Due employee</u>	<u>\$ 27.43</u>
or	
<u>Due The Brookings Institution.</u>	<u>\$ _____</u>

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month _____

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								
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RECEIVED

APR 19 1956

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Donald B. Woodward

Expenses in connection with trip to Washington for Meeting Monday, April 16,
for the Committee on History of the Federal Reserve System

Sunday

Taxi	\$.60
Dinner, Miss Adams and self	\$8.25
Pullman Porter	.25
Taxi	.75
Bellboy	.35
Hotel Room	11.33

Monday

Breakfast	1.75
Taxi	.75
Pullman chair	2.30
Pullman porter	.25
Taxi	.85

\$27.43

For: Miss Mildred Adams

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date April 19, 1956

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 Washington, Brookings, Library of Congress, etc.

Trip from: New York to: Washington Date: April 5, 1956 to: April 6, 1956

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>Miss Adams paid for chair one way; rest will appear on bank bill</u>	\$ <u>2/30</u>
Hotel		<u>11.33</u>
Meals		<u>3.77</u>
Local transportation (taxi, bus, streetcar, etc.)		<u>5.90</u>
Telephone and telegraph (official business)		<u>.60</u>
Baggage and tips		<u>2.05</u>
Miscellaneous (explain) _____		
TOTAL expended		\$ <u><u>25.95</u></u>

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

Due employee \$ 25.95

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month April, 1956

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3								
4								
5	11.33	.90		3.25	.85			16.33
6		2.87	2/39	2.65	1.20	.60		9.62
7								
8								
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For: Mr. Donald Woodward
Vick Chemical Company
122 East 42nd Street
New York 17, N.Y.

4/18/56

Luncheon conference with Miss Adams and Dr. Logsdon

New York

Feb. 16, 1956

Committee on the History of the Federal Reserve System

10.55

10.55

10.55

Miss Burstein:

I don't think that I ever sent
you the notation on the luncheon with Dr.
Logsdon. It was \$10.55.

Suzella McCauley

RECEIVED

APR 10 1956

**COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM**

Purchasing Division:

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

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

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

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 4/12/56 Approx. time 1:30 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:	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 Mildred Adams Executive Director
Mr. Donald Woodward Secretary
Title

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

Airline tickets One way _____ 1st class X LB _____ Chair _____
X Railroad tickets (2) Round trip X Coach _____ UB _____ Other _____
From: New York To: Washington D. C. Via: 1 Drawing room going down only
Penn. R. R.
Indicate route, railroads,

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

Date of departure 4/15/56 Approx. time 6:30 p.m. Date of return _____

* * * * *

Broadcast tickets for: _____
Theatre List in order of preference

_____, Date _____, Matinee or evening.

* * * * *

Hotel accommodations for 2 single rooms, with baths double rooms, on April 15, 1956,
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 Mildred Adams, Executive Director
Title

Com. on History PR 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
going down only

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

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

Date of departure 4/5/56 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 rooms with bath double rooms, on 4/5/56,

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	_____	_____			

March 28, 1956

Dear Mr. Akers:

Enclosed is our New York Bank bill for expenses incurred in the month of February, 1956. Under Travel Expenses you will note \$4.34 charged for Mr. Sproul's transportation to Princeton for the meeting of February 4th. This is the last expense item to be charged to that Committee meeting.

The bill has been approved by Miss Adams.

Very truly yours,

Irma Burstein

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

Enc.

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date March 16, 1956

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 Rutgers University to see Dr. Eugene Agger

Trip from: New York to: New Brunswick, N. Date: 3/13/56 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 \$ 2.75

Hotel _____

Meals _____

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

Telephone and telegraph (official business) _____

Baggage and tips \$.20

Miscellaneous (explain) _____

TOTAL expended \$ 4.20

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

Due employee \$ 4.20

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

check rec'd 3/20/56

MEMORANDUM ACCOUNT

Month _____

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

No. _____

Date 3/12/56

Purchasing Division:

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

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

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

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

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

Date of departure 3/16/56 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 rooms with bath double rooms, on March 16, 1956,
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: _____

Cancelled

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 March 12, 1956

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: Princeton Date: Mar. 5-6, 1956 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.) 5.50

Telephone and telegraph (official business) _____

Baggage and tips 1.10

Miscellaneous (explain) _____

TOTAL expended \$ 10.32

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

Due employee \$ 10.32

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

*check
rec'd
5/15/56*

MEMORANDUM ACCOUNT

Month _____

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
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For: Mr. W. Randolph Burgess
Under Secretary of the Treasury
Treasury Building
Washington 25, D. C.

February 21, 1956

Committee Meeting, February 4, 1956

New York

Princeton

Feb. 4, 1956

Committee on the History of the Federal Reserve System

6.95

3.00

9.95

9.95

For: Dr. Robert Calkins
The Brookings Institution
722 Jackson Place N. W.
Washington 6, D. C.

2/21/56

Committee Meeting, February 4, 1956

Washington D.C. Princeton, N.J. Feb. 4, 1956

Committee on the History of the Federal Reserve System

(Not itemized)

17.45

17.45

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

2/21/56

Committee Meeting, February 4, 1956

Montreal, Can.	Princeton, N.J.	Feb. 3, 1956	Feb. 4, 1956
Committee on the History of the Federal Reserve System			

\$56.35

12.00

2.50

\$70.85

\$70.85

For: Dr. Joseph H. Willits
University of Pennsylvania
The Educational Survey
Philadelphia 4, Pennsylvania

2/21/56

Committee Meeting, February 4, 1956

Phila., Pa.

Princeton, N.J.

Feb. 4, 1956

Committee on the History of the Federal Reserve System

\$3.54

3/15

1.75

\$8.44

\$8.44

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

2/21/56

Committee Meeting, February 4, 1956

New York

Princeton, N.J.

Feb. 4, 1956

Committee on the History of the Federal Reserve System

3.72

3.00

(Postage in connection with meeting)

2.16

8.88

8.88

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date 2/21/56

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, February 4, 1956

Trip from: New York to: Princeton, N.J. Date: February 4, 1956

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.) 3.10

Telephone and telegraph (official business) _____

Baggage and tips75

Miscellaneous (explain) _____

TOTAL expended \$ 7.57

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

Due employee \$ 7.57

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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MEMORANDUM ACCOUNT

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date 2/21/56

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, February 4, 1956

Trip from: New York to: Princeton, N.J. Date: February 4, 1956 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.) 3.10

Telephone and telegraph (official business) _____

Baggage and tips75

Miscellaneous (explain) _____

TOTAL expended \$ 7.57

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

Due employee \$ 7.57

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

*Check
need
2/28/56*

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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For: Miss Irma Burstein
Committee on the History of the
Federal Reserve System
33 Liberty Street
New York 45, N.Y.

THE BROOKINGS INSTITUTION

MONTHLY TRAVEL EXPENSE REPORT

Date 2/21/56

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, February 4, 1956

Trip from: Pelham, N.Y. to: Princeton, N.J. Date: Feb. 4, 1956 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 \$ 4.86

Hotel _____

Meals 3.15

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

Telephone and telegraph (official business)10

Baggage and tips 4.70

Miscellaneous (explain) (Messenger Service in New York in connection with this Committee meeting) 4.60

TOTAL expended \$ 17.41

Advances (deduct amount advanced for expenses, if any) 17.41

Due employee \$ _____

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

check rec'd 2/29/56

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month February, 1956

Day	Hotel	Meals	Transportation		Baggage & Tips	Tel. & Tel.	Misc.	Total
			Distant	Local				
			(Rail, air, etc.)	(Taxi, bus, etc.)				
1								
2								
3				1.55	.35			1.90
4			4.86	1.60	4.35	.10	4.60	15.51
5								
6								
7								
8								
9								
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29								
30								

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM

Salary Due Irma Burstein

for time worked on

Saturday, February 4, 1956

Date 2/21/56

Basis of Payment

Regular rate per hour \$2.143 (\$75/35 hrs.)
Time and one half per hour \$3.215 (1.5 x \$2.143)
Total hours worked 9 1/2 (This excludes lunchtime and
normal traveling time)

2 Hours at \$2.143 per hour \$ 4.29

7 1/2 Hours at \$3.215 per hour 24.11

TOTAL AMOUNT DUE EMPLOYEE ... \$28.40

I certify that the foregoing salary account is correct.

Signature IB

Approved by MA

February 15, 1956

Dear Mr. Akers:

I have been expecting to receive all expense accounts for the recent Princeton conference of February 4th by now, but there are still two outstanding, so I will hold what I have until those two come in, and send them to you in one group.

However, we feel we should wait no longer in paying the enclosed bill from the Institute which provided such wonderful service and accommodations for us at a very reasonable charge. Therefore I am sending it ahead of the others.

For budget purposes, this sum of \$32.00 should be classed under "conferences" as should the others when I am able to send them on.

Very truly yours,

Irma Burstein

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

Enc.

c.c. - Miss Maroney

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date February 17, 1956

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 Washington Feb. 14-15, and local messenger service Jan. 20

Trip from New York to Washington Date Feb. 14, 1956 to Feb. 15, 1956

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. Bank - will appear on bill) \$ _____

Hotel 10.90

Meals 9.43

Local transportation (taxi, bus, streetcar, etc.) 4.00

Telephone and telegraph (official business) 5.93

Baggage and tips 2.90

Miscellaneous (explain) (Messenger service 1/20/56) 1.50

TOTAL expended \$ 34.06

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

Due employee \$ 34.06

or

Due The Brookings Institution. \$ _____

I certify that the foregoing expense account is correct.

Check rec'd 2/24/56

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month Jan. - Feb., 1956

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								
Feb. 15	10.30	6.80		1.50	1.70	3.46		23.76
Feb. 16		2.63		2.50	1.20	2.47		8.80
17								
18								
19								
20								
Jan. 21							1.50	1.50
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

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

Airline tickets _____ One way _____ 1st class X LB _____ Chair _____
X Railroad tickets _____ Round trip X Coach _____ UB _____ Other Bedroom
going down only
From: New York To: Washington Via: Penn. R. R.
Indicate route, railroads,

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

Date of departure 2/14/56 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 rooms, with bath double rooms, on 2/14/56,
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	_____	_____			

THE BROOKINGS INSTITUTION
MONTHLY TRAVEL EXPENSE REPORT

Date January 19, 1956

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: Jan. 15, 1956 to: Jan. 17, 1956

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 chair bought by MA)	\$ <u>2.30</u>
Hotel	<u>10.30</u>
Meals	<u>9.76</u>
Local transportation (taxi, bus, streetcar, etc.)	<u>4.05</u>
Telephone and telegraph (official business)	<u>2.11</u>
Baggage and tips	<u>2.10</u>
Miscellaneous (explain) _____	_____

TOTAL expended \$ 30.62

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

Due employee \$ 30.62

or

Due The Brookings Institution. \$ _____

*check rec'd
1/27/56*

I certify that the foregoing expense account is correct.

Signature _____

Approved by _____

MEMORANDUM ACCOUNT

Month January, 1956

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				1.25	.25			1.50
16	10.30	5.89		.40	1.25	1.81		19.65
17		3.87	2.30	2.40	.60	.30		9.47
18								
19								
20								
21								
22								
23								
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25								
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28								
29								
30								

REQUEST FOR RESERVATION

No. _____

Date January 9, 1956

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

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

From: New York To: Washington Via: Penna. Railroad
Indicate route, railroads,

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

Date of departure 1/16/56 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 rooms, _____ double rooms, on January 16, 1956,
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: _____

	<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					