

MEMORANDUM IN RE USE OF GOVERNMENT TRANSPORTATION REQUESTS:

The General Accounting Office has revised the form of Government transportation request now in use and issued new regulations regarding same. The following instructions are based thereon:

1. All unused requests of the old series must be turned in prior to June 30, 1926. They will not be honored after that date.

2. The new form of request is provided in progressively numbered books that will carry blanks in multiples of 5 to which serial letters have been assigned as follows:

A	-	books	containing	5	blanks
B	-	"	"	10	"
C	-	"	"	25	"
D	-	"	"	50	"
E	-	"	"	100	"

A supply of books A, B and C have been obtained and are now in the office of the Fiscal Agent.

3. Each traveler is to be supplied with an identification card for use when obtaining transportation on a Government request.

4. Books containing 5 requests or multiples thereof may be issued in blank to travelers as may be required, and when so issued, the traveler will sign them also as issuing officer. The name and title of the person to whom issued and the numbers in the book will appear on the first tabulation sheet.

5. The original request should be signed by the traveler in his own bona fide handwriting when the transportation or ticket for same has been furnished. Both forms should be completed by typewriter, indelible pencil or pen and a legible carbon must always be secured.

6. When a traveler signs a request both as issuing officer and traveler, the carrier will require him to exhibit the book from which the request was taken in order to ascertain the name of the person to whom such book was issued and will then require him to establish his identity by the official card provided for the purpose as the person to whom the book was issued.

7. Requests will not be used where the value of the transportation is less than one dollar (\$1.00).

8. The value of the transportation should be plainly marked on the carbon copy and the carbon copy forwarded to the Board at the earliest opportunity after its use. Blanks are provided for the purpose of keeping a record of requests issued.

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9. Semiannual reports are to be made by the Board to the Treasury Department on June 30 and December 31 of each year, and each person having in his possession a book of requests should send a description of same to the Fiscal Agent of the Board, giving the numbers of the requests remaining unused.

10. Cancelled requests, together with the carbons should be forwarded to the Fiscal Agent of the Board.

W. M. INLAY
Fiscal Agent.