

DEPARTMENT OF STATE
OFFICE OF FINANCE
WASHINGTON, D. C.
TRAVEL AUDIT STATEMENT

DATE:

May 18, 1961

AMOUNT CLAIMED:

\$ 427.35

AMOUNT APPROVED: *

\$ 411.73

DEDUCTED: **

\$ 15.62

SEE ITEMS NOS. **

9

PAYEE Mr. Hector Perez Garcia
3024 Morgan Street
Corpus Christi, Texas

PERIOD OF TRAVEL
2/7-2/14/61 T.A. 1-3724-A-B

*Your voucher identified above has been certified to the Treasury Department, Disbursing Division for processing of a check in the amount approved. After the check has been prepared, it will be delivered to you under separate cover.
**The difference between amount claimed and amount approved is explained under "Remarks" below. Any re-claims for items deducted must be submitted on regular voucher forms (S. F. 1012 for Departmental employees or FS-286 for Foreign Service employees) and supported by the required explanation and/or documents noted below. Reclaim voucher *must* be accompanied by this original notice and submitted to this office.


REMARKS

- (1) Per diem has been administratively recomputed and approved on the basis of maximum rates established by SGTR 6.2 and Appendix 1; FSTR 4.6.
- (2) SGTR 6.1 defines the per diem allowance as including _____, which (is) (are) not reimbursable.
- (3) Receipts required by SGTR 11: _____.
- (4) Transportation tax is suspended in the absence of an explanation for non-use of United States of America Transportation Requests.
- (5) Charges for excess baggage have been suspended administratively in the absence of specific authorization or approval (SGTR 5.2) or justification of the official necessity therefor (FSTR 4.41).
- (6) Mileage and per diem incident to your travel by privately-owned automobile have been approved for payment in an amount equal to the constructive cost of travel by common carrier plus the constructive per diem applicable to that mode of travel (SGTR 3.5b; FSTR 4.3).
- (7) Charges for taxicab fares between places of official duty have been suspended administratively in the absence of specific authorization or approval for the use of special conveyances (SGTR 3.4a).
- (8) When a traveler for his personal convenience elects to travel by an indirect route or takes leave en route, the total per diem and expenses allowable for reimbursement may not exceed that which would have been involved by travel by a usually traveled route (SGTR 3.3 and 6.10).
- (9) Other. The round trip air fare from Corpus Christi to New York and return via Washington, D.C. has been approved as claimed in the amount of \$270.77. However, since you were re-routed at Houston, Texas on your return travel, it appears that you have an unused portion of ticket from Houston to Corpus Christi for which you should receive a refund from the carrier. Your claim for air fare from Houston to San Antonio is therefore an additional charge which may not be allowed.

Air Fare Houston to San Antonio Suspended

\$15.62

CF:AUD/T:RSonenfield


Transportation Audit Branch