MEMORANDUM for Officers assigned to Army Mydemiological Board

Subject: Reimbursement for expenses incurred in temporary duty travel.

1. In accordance with paragraph 3 of War Department Circular No. 60, dated 10 February 1944, effective 1 March 1944 the payment of flat per diem at the rate of $7 per day became the only authorized method of reimbursing officers for subsistence expenses incurred in connection with temporary duty travel. Travel at 8 cents a mile is no longer authorized. Reimbursement on a mileage basis for travel by privately owned automobile likewise cannot be authorized except when orders direct a permanent change of station.

2. Copies of this circular have been requested and will be furnished as they become available.

3. In addition to the per diem, officers are allowed a first-class ticket and a Pullman seat or lower berth. Railroad and Pullman tickets may be obtained in two ways:

a. By transportation request.

   (1) Transportation requests for rail and/or Pullman tickets may be obtained from local transportation officers upon presentation of copies of travel orders. Transportation requests are then exchanged for tickets at railroad offices.

   (2) Transportation requests should always be used when transportation is anticipated over Land Grant railroads (Chiefly West of the Mississippi), as such transportation is free to the Government and reimbursement will not be made for tickets obtained on direct purchase.

   (3) Transportation requests save 5 percent in the cost of Pullman fares, as the Government receives a discount from the standard rates.

b. By direct purchase.

   (1) When rail and/or Pullman tickets are obtained by direct purchase, tax exemption certificates (obtainable from all transportation officers) should be used as reimbursement is made on the basis
of the tax exempt cost of transportation.

(2) In submitting vouchers for reimbursements for railroad and Pullman travel and for per diem allowance, it is necessary to attach Pullman stubs as evidence of travel performed, and to indicate the tax exempt price paid for railroad and Pullman tickets. It is further necessary to indicate exact dates and times of departure and arrival.

4. For further information concerning these new regulations, it is suggested that officers consult local finance and transportation officers. Transportation officers, in addition to supplying transportation requests, will assist in securing Pullman reservations for travel being performed under orders.

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