MEMORANDUM FOR: All civilian and military personnel attached to the Board for the Investigation and Control of Influenza and Other Epidemic Diseases in the Army.

Subject: Revised travel regulations.

1. Effective 1 June 1944 the use of tax exemption certificates in the purchase of rail, Pullman, and airplane tickets was discontinued. Transportation requests should now be used in the purchase of tickets whenever practicable, in order that such transportation may be secured at the lowest possible cost to the Government.

2. Transportation requests may be obtained upon presentation of travel orders from local Army transportation officers. If transportation requests are asked for at the time when travel orders are requested, they will be issued from The Surgeon General's Office together with the travel orders. When asking for transportation requests the following information must be furnished:

   a. Type of transportation (rail, air, bus) specifying whether one-way or round-trip ticket is required.
   
   b. Names of carriers to be used, listing points of change and naming carriers (e.g., railroads, etc.).
   
   c. Pullman space desired (chair or lower berth) and points between which this space is desired.

3. Instructions for use of transportation requests accompany these forms and should be followed closely. Two points in particular should be noted:

   a. Unused transportation requests or tickets obtained on transportation requests issued in The Surgeon General's Office should be returned to The Surgeon General's Office for cancellation and issuance of a receipt.
   
   b. Pullman stubs, and the memorandum copy (white half) of all transportation requests must be attached to travel vouchers submitted for per diem and other expenses. Receipts for unused portions of tickets or transportation requests should also be included.
4. A copy of "Standardized Government Travel Regulations as amended January 30, 1942" is inclosed for your information. This pamphlet contains much valuable information concerning transportation requests, taxicab fares, telephone and telegraph charges, and other expenses connected with travel under Government travel orders. Particular attention is invited to paragraph 80 (pages 24-26), which defines requirements for receipts which must accompany vouchers.

5. When it is not practicable to obtain transportation requests, statement to this effect should be made on voucher. According to present ruling, full reimbursement will then be made for tax inclusive cost of transportation.

For The Surgeon General:

S. BAYNE-JONES
Brig. General, U.S.A.,
Deputy Chief,
Preventive Medicine Service.

1 Incl:
copy travel regulations.