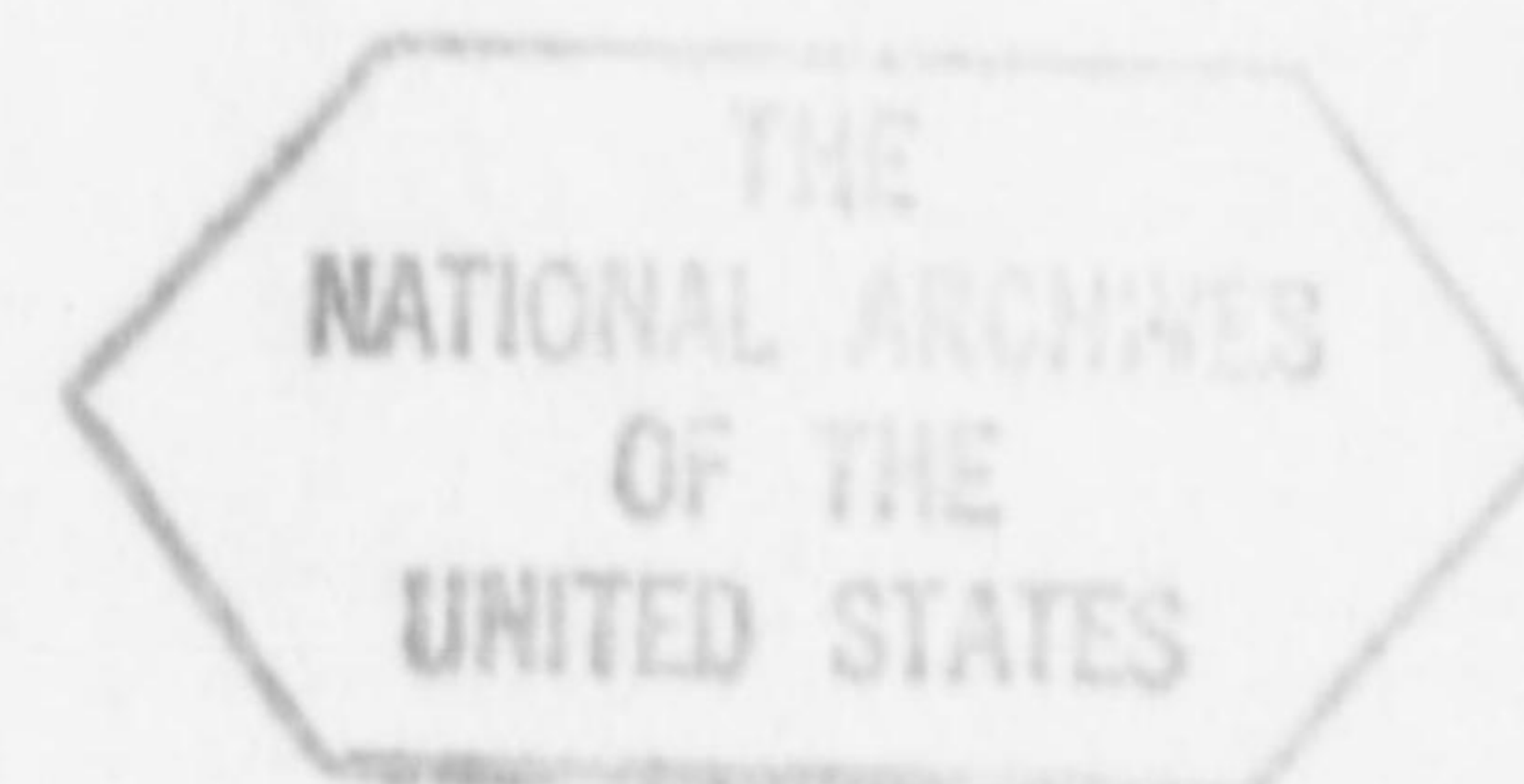


GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 2395
- (2) Folder title/number: (44)
123
- (3) Date: Feb. 1951 - July 1951

(4) Subject:

Classification	Type of record
032	e

(5) Item description and comment:

(6) Reproduction: Yes No

(7) Film no.

Sheet no.

Ltr, Hq Kyushu Civil Affairs Region, APO 1105, AS 123, Subj: Disposition
of Club Funds, 18 July 1951

123()CAS-A 1st Ind

O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Commanding General, Headquarters and Service Command, GHQ, FEC
APO 500

LHW

J. A. O'B.

CIVIL AFFAIRS FILE COPY

11
67-249
23 JUL 1951

HEADQUARTERS
KYUSHU CIVIL AFFAIRS REGION
APO 1105

AS 123

18 July 1951

SUBJECT: Disposition of Club Funds

THRU : SUPREME COMMANDER FOR THE ALLIED POWERS
Attn: Civil Affairs Section
APO 500

TO : Commanding General
Headquarters, Headquarters and Service Command
GHQ, FEC, APO 500

1. The Kyushu Civil Affairs Region Club, called the "Diamond Club" located in the Ippotei Hotel Compound, Fukuoka, has been operated as a Civil Affairs Region activity since its organization.

2. Due to reorganization of Civil Affairs Region and the termination of purely Civil Affairs functions, on 30 June 1951, operation of all compound facilities including the club, became a JLC responsibility under immediate control of Camp Hakata. Personnel spaces, enlisted and indigenous, were taken over by Camp Hakata.

3. The club closed on 30 June 1951. Inventories and audits were made to include that date. It reopened several days later as an Annex of the Camp Hakata Officers Club, without change in location, facilities or personnel. Under the provisions of paragraph 35, AR 210-60 all club property and equipment has been absorbed by Camp Hakata Officers Club.

4. The final audit, as of 30 June shows \$219.48 cash on hand.

5. Paragraph 35, AR 210-60 provides that on "Dissolution" of such a club, all funds will be forwarded to the custodian, Army Club and Mess Fund. It is not believed the "Diamond Club" was dissolved within the meaning of this regulation, but merely changed operating responsibility. It still has the same membership and it appears just that the members who contributed the funds should receive the benefit.

6. A decision is requested as to disposition of the cash on hand, \$219.48.

FOR THE CHIEF:

HENRY E. STRICKLAND
Colonel Arty
Deputy Adviser

Ltr, Hq Shikeku Civil Affairs Region, APO 1050, AG 123, Subj: Monthly
Statement of Operations and Net Working Capital (Final Report),
29 June 1951

123()CAS-A 4th Ind

O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Commander-in-Chief, Far East, APO 500

LHW

1 Incl
n/c

J. A. O'B.

CIVIL AFFAIRS FILE COPY

5-221
19 JUL 1951
10

C O P Y

AG 123 (29 June 1951)

3rd Ind

Hq., Kinki Civil Affairs Region, APO 15, 14 July 1951

TO: SCAP, Attn: Chief, Civil Affairs Section, APO 500

1. Corrected statement is inclosed.
2. The Shikoku Mess Fund was closed out in accordance with par 23b, Cir. 1, GHQ, FEC, 1949 on 28 June 1951.

FOR THE CHIEF:

1 Incl:

/s/t/ W. D. JOHNSTON
Lt Col, Infantry
Adjutant

2

C O P Y

GENERAL HEADQUARTERS
FAR EAST COMMAND
SPECIAL SERVICES SECTION
FEC CENTRAL WELFARE FUND
APO 500

SS 123

11 July 1951

2982
SUBJECT: Receipt of Nonappropriated Funds

TO: Custodian, Indigenous Personnel Fund
Headquarters, Shikoku Civil Affairs Region
APO 1050

Receipt is acknowledged of letter, Headquarters, Shikoku Civil Affairs Region, subject: Transmittal of Nonappropriated Funds, 25 June 1951 which forwarded final financial statement and Treasurer of the United States check number 47,563, dated 21 June 1951, in the amount of \$24.81, representing the residual assets thereof.

WILBUR H OFFNER
Major ARMY
Custodian
FEC Central Welfare Fund

Info copies to:

1. Hq, HSC, GHQ, FPO, APO 500
Attn: 1st Lt Bingham, AG Section
2. FPO, Overseas Records Center, APO 503
3. SCAP Civil Affairs Section, APO 500
4. JLG Trust Fund, APO 343

WMO INFO COPY: SCAP CIVIL AFFAIRS SEC

9

GENERAL HEADQUARTERS
FAR EAST COMMAND
SPECIAL SERVICES SECTION
FPC CENTRAL WELFARE FUND
APO 500

SS 123

11 July 1951

SUBJECT: Receipt of Nonappropriated Funds

TO: Custodian, Unit Fund
Headquarters, Shikoku Civil Affairs Region
APO 1050

Receipt is acknowledged of letter, Headquarters, Shikoku Civil Affairs Region, subject: Transmittal of Nonappropriated Funds, 25 June 1951 which forwarded final financial statement and Treasurer of the United States check number 47,145, dated 9 June 1951, in the amount of \$24.76, representing the residual assets thereof.

WILBUR H OFFNER
Major ARTY
Custodian
FPC Central Welfare Fund

Info copies to:

1. Hq, HSC, GHQ, FPC, APO 500
Attn: 1st Lt Bingham, AG Section
2. FPC, Overseas Records Center, APO 503
3. SCAP Civil Affairs Section, APO 500
4. JLG Trust Fund, APO 343

W/NO INFO COPY: SCAP CIVIL AFFAIRS SEC

GENERAL HEADQUARTERS
FAR EAST COMMAND
SPECIAL SERVICES SECTION
FEC CLUB AND MESS FUND
APO 500

12 July 1951

SS 123

3018
SUBJECT: Receipt of Inactivated Funds

TO: Custodian
Shikoku Mess Fund, A3Z-11
Headquarters, Shikoku Civil Affairs Region
APO 1050

Receipt is acknowledged of letter, Headquarters, Shikoku Civil Affairs Region, subject: Transmittal of Nonappropriated Funds, 23 June 1951, which forwarded the final financial statement of the Shikoku Mess Fund, A3Z-11, and Treasurer of the United States check number 47,146, Finance Officer's Symbol 215-368, dated 9 June 1951, in the amount of \$886.86, representing the residual assets thereof.

WILBUR H OFFNER
Major ARTY
Custodian
FEC Club and Mess Fund

Info copies to:

1. Hq & Sv Comd, APO 500
2. FEC Overseas Records Center, APO 503
3. SCAP Civil Affairs Section, APO 500

W/16 INFO: SCAP Civil Affairs Section

8

AG 123 (29 Jun 51)SS, Subj: Monthly Statement of Operations and Net Working Capital (Final Report), 29 Jun 51,

MEMO FOR RECORD:

Ltr, Hq Shikoku Civil Affairs Region, APO 1050, subj as above, dtd 29 Jun 51

123 ()CAS-A 2nd Ind

O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Lt Col W. D. Johnston, Kinki Civil Affairs Region, APO 15

LHW

For necessary action.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
n/c

J. A. O'BRIEN
CWO, USA
Adm Off

CIVIL AFFAIRS FILE COPY

69-111
9 JUL 1951

7

GENERAL HEADQUARTERS
FAR EAST COMMAND
SPECIAL SERVICES SECTION
FEC CLUB AND MESS FUND
APO 500

28 June 1951

SS 123

2725
SUBJECT: Receipt of Inactivated Funds

TO: Custodian
Tokai-Hokuriku Civil Affairs Region Officers' Mess
Fund, A3V-29
Tokai-Hokuriku Civil Affairs Region
APO 710

Receipt is acknowledged of letter, Headquarters, Tokai-Hokuriku Civil Affairs Region, subject: Transmittal of Non-appropriated Funds, 15 June 1951, which forwarded the final financial statement of the Tokai-Hokuriku Civil Affairs Region Officers Mess Fund, A3V-29, and Treasurer of the United States check number 5,810, Finance Officer's Symbol 225,251, dated 18 June 1951, in the amount of \$5,227.33, representing the residual assets thereof.

WILBUR H OFFNER
Major ARTY
Custodian
FEC Club and Mess Fund

cc: Hq & Sv Comd
Civ Affairs Section

WFO INFO: Hq & Sv Comd

WFO

2927



6

GENERAL HEADQUARTERS
FAR EAST COMMAND
SPECIAL SERVICES SECTION
FEC CENTRAL WELFARE FUND
APO 500

2673

SS 123

29 June 1951

SUBJECT: Receipt of Nonappropriated Funds

TO : Custodian, Unit Fund,
Tokai-Hokuriku Civil Affairs Region
APO 710

Receipt is acknowledged of letter Headquarters Tokai-Hokuriku Civil Affairs Region, subject: Transmittal of Non-appropriated Funds, 9 June 1951 which forwarded financial statement and Treasurer of the United States check #5,699, 8 June 1951 in the amount of \$63.11, representing the residual assets thereof.

WILBUR H OFFNER
Major ARTY
Custodian
FEC Central Welfare Fund

Info copies to:

1. Hq, HSC, GHQ, FEC, APO 500
Attn: 1st Lt Bingham, AG Section
2. FEC, Overseas Records Center, APO 503
3. SCAP Civil Affairs Section, APO 500

SCAP CIVIL AFFAIRS SECTION WNO



15

123 (

)CAS-PW

Probable Misuse of Public Funds

Mr. ^{PB} Gorish
74-1155 Ext 52

CAS

PH&W

Attn: Welfare Division

63

1. 1. Forwarded herewith for your information is a group of documents which indicate possible violation of SCAPIN 775.
2. From the documents it appears that the mayor of Shizuoka City on two occasions transferred sizable sums of money to a private organization.
3. According to information received from the Kanto Civil Affairs Region the Welfare Works Association of Shizuoka City (Shizuoka-shi Minsei Jigyo Josei Kai) was established under the provisions of the Social Works Law of 1938 although it was not a juridical person. The mayor was the head of the organization which maintained its offices in the city Welfare Section. The reported purposes of the organization are to provide protection to destitutes, provide funeral services and make temporary loans. The first two of these purported services duplicate those provided by the public assistance law.
4. The Legal Division of this section has indicated that the original report on the subsidies or transfers of funds came by letter from an individual in Shizuoka City. It was suspected as a plan on the part of the Communist Party or Socialist Party to embarrass the mayor just before the election. The mayor has been re-elected.

Incl
a/s

----- W. P. S. -----

F-4

F-00 6
1 JUN 1951

CA FILE COPY

KO MIN KO No. 119
March 19, 1951

FROM: MASUDA, Shigeru (Sealed)
Mayor of Shizuoka City

TO: Legal and Government Section, KCAR

In response to the inquiry made by Dr. Featherstone, Chief of Legal and Government Section "Did you subsidize SEIREI Shrine at the city expense?", I submitted a report dated March 9th, 1951 "There is no fact that I subsidized SEIREI Shrine from the city expense". But I hereby submit the following statement that proves there exists no such facts.

1. Referring to the subsidy to the Public Welfare Works Assistance Association of Shizuoka City: (2 copies)
2. Referring to the subsidy for the Relief Association of Shizuoka City from the Public Welfare Works Assistance Association of Shizuoka City: (1 copy)

(COPY)

Drafted: 15 April 1950

Enforced: 15 April 1950

(SEALED)

Mayor
Deputy Mayor
Chief Clerk of General Affairs
Chief of Public Welfare Department
Chief of Social Welfare Section
Section Staffs
Chief of Executive Department
Chief of General Affairs Section
Chief of Secretariat

On Granting of Subsidy

As the subsidy for the Public Welfare Works Assistance Association of Shizuoka City for the fiscal year, 1950 has been requested to be granted as stated in the attached copy, it will be granted according to the instruction that is made following the draft of instruction mentioned hereunder. What is your opinion on it?

Sum of Money: ¥108,000 - Subsidy for the Public Welfare Assistance Association of Shizuoka City for the fiscal year, 1950.

Items of Expenses to be Appropriated: Expenditure for the fiscal year, 1950, Expenses for Social Welfare and Labor Facilities, Relief Expenses, Estimated Amount or Subsidies for allotments and grants.
¥108,000

Draft of Instruction

SEIMINSHA
Instruction No. 463

MASUDA, Shigeru
President of Public Welfare
Works Assistance Association
of Shizuoka City

It was taken into consideration and approved, granting the subsidy for the Public Welfare Works Assistance Association for the fiscal year, 1950 that was requested by SEIMINJO No. 10, dated 15 April 1950, and one hundred and eight thousand yen (¥108,000) will be granted for it.

However, the following items will be understood.

15 April 1950

MASUDA, Shigeru (Sealed)
Mayor of Shizuoka City

1. As for the subsidy, in case the scheduled works are not carried out or the expenditures are markedly reduced, the whole or a certain amount of subsidy may be required to be given back.
2. If it is deemed necessary, the register of documents and properties may be inspected.
3. The settlement of accounts will be approved by the organizations concerned and thereafter will be reported immediately.

(COPY)

Shizuoka City Office

PAYMENT ASSESSMENT FORM

Chief of
Competent
Section

Budget
Checking

Sum of Money: ¥108,000 To: President of Public Welfare Works
Assistance Association of Shizuoka City

Provisor: Subsidy for the Public Welfare Works Assistance Association of
Shizuoka City

Approved: 15 April 1950

Expenditure
for Fiscal
Year 1950

Expenses for
Social Welfare &
Labor Facilities

Relief
Expen-
ditures

Allotments
Subsidies
and Grants

Allotments
Subsidies
and Grants

(COPY)

Drafted: 9 January 1951

Enforced:

(SEALED)

Mayor
Deputy Mayor
Chief Clerk of General Affairs
Chief of Public Welfare Department
Chief of Welfare Section
Section Staffs
Chief of Executive Department
Chief of General Affairs Section
Chief of Secretariat

On Granting Subsidy

As the subsidy for the Public Welfare Works Assistance Association of Shizuoka City for the fiscal year, 1950 has been requested to be granted as stated in the attached copy, it will be granted according to the instruction that is made following the draft of instruction mentioned hereunder. What is your opinion on it?

Sum of Money: ¥161,800 - Subsidy for the Public Welfare Works Assistance Association of Shizuoka City for the fiscal year, 1950.

Items of Expenses to be Appropriated: Expenditures for the fiscal year, 1950 - Expenses for Social Welfare and Labor Facilities, Relief Expenses, Remainder of estimated amount of subsidies for allotments and grants.

¥161,800

Draft of Instruction

Shizuoka City Instruction
MIN KO No. 9

MASUDA, Shigeru
President of Public Welfare
Works Assistance Association
of Shizuoka City

It was taken into consideration and approved, granting the subsidy for the working expenses for the fiscal year, 1950 that was requested by SEIMINJO No. 1, dated January 9th, 1951, and one hundred sixty-one thousand and eight hundred yen (¥161,800) will be granted for it.

However, the following items will be understood.

16 January 1951

MASUDA, Shigeru (Sealed)
Mayor of Shizuoka City

1. As for the subsidy, in case the scheduled works are not carried out or the expenditures are markedly reduced, the whole or a certain amount of subsidy may be required to be given back.
2. If it is deemed necessary, the register of documents and properties may be inspected.
3. The settlement of accounts will be approved by the organizations concerned and thereafter will be reported immediately.

(COPY)

Shizuoka City Office

PAYMENT ASSESSMENT FORM

Chief of
Competent
Section

Budget
Checking

SUM OF MONEY: ¥161,800

TO: President of Public Welfare Works Assistance
Association of Shizuoka City

PROVISO: Subsidies for the Works for the Fiscal Year, 1950

APPROVED: 16, January 1951

EXPENDITURE
FOR FISCAL
YEAR, 1950

EXPENSES FOR
SOCIAL WELFARE
AND LABOR
FACILITIES

RELIEF
EXPEN-
DITURE

ALLOTMENT
SUBSIDIES
AND GRANTS

ALLOTMENTS
SUBSIDIES
AND GRANTS

(COPY)

Public Welfare Works
Assistance Association

Drafted: 1 January 1951

Enforced: 16 January 1951

(SEALED)

President
Managing Director
Vice-President
Vice-President
Clerk
Secretary

On Granting Subsidy

As the subsidy for the works of this association for the fiscal year, 1950 has been requested to be granted from the President of the Bereaved Families' Association of Shizuoka City as stated in the attached copy, it will be granted as mentioned hereunder. What is your opinion on it?

Sum of Money: ¥100,000 - Subsidy for Bereaved Families' Association of Shizuoka City for the fiscal year, 1950.

To: FUSHIMI, Tadashichi
President of Bereaved Families' Association
of Shizuoka City

Items of Expenses to be Appropriated: Expenditures for the fiscal year, 1950 - Working expenses, Various expenses for other workings.

Estimated Amount: ¥100,000

(COPY)

RECEIPT

SUM OF MONEY: ¥100,000

I duly received the above-mentioned sum of money

17 January 1951

FUSHIMI, Tadashichi (Sealed)
President
Bereaved Families' Association
of Shizuoka City

TO: Public Welfare Works Assistance Association of Shizuoka City

HEADQUARTERS
CHUGOKU CIVIL AFFAIRS REGION
APO 182

A/EHM/vm

CCAR 156

5 May 1951

SUBJECT: Indigenous Travel Authorization
and Reimbursement Vouchers

TO : SUPREME COMMANDER FOR THE ALLIED POWERS
Attention: Chief, Civil Affairs Section
(Personnel Division)
APO 500

Pursuant to Obligation Authority Advice No. 16-51, the following
paid copies of Travel Authorization and Reimbursement Vouchers are
submitted herewith:

Travel Authorization and Reimbursement Vouchers

277-7	277-21	277-48
277-10	277-33	277-51
277-17	277-42	277-52
277-18	277-44	277-53
277-20	277-47	277-55

FOR THE CHIEF:

15 Incls
a/s

E. H. MINEHAN
WOJG AUS
Adjutant

123 (5 May 1951)CAS-F 1st Ind

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Chief, Chugoku Civil Affairs Region, APO 182

Returned for signature(s) of Issuing and Station Fiscal Officer.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

15 Incls
n/c

J. A. O'BRIEN
CWO USA
Adm Off

12 MAY 1951
8-303

F-5

Rm
CA FILE COPY

BASIC Ltr, fr Chugoku GAR, AFO 182, subj: Indigenous Travel
Authorization and Reimbursement Vouchers, dtd 2 May 51

123 (2 May 51)GAS-P

1st Ind

GHQ, SCAP, Civil Affairs Section, AFO 500

TO: Chief, Chugoku Civil Affairs Region, AFO 182

Returned for signature(s) of Issuing and Station Fiscal Officer.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

32 Incls
n/c

J. A. O'BRIEN
CWO USA
Adm Off

Rlu
CA FILE COPY

F-4

8-362
12 MAY 1951

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 ()CAS-A

SUBJECT: Travel Authorization and Reimbursement Vouchers

TO: Chief
Kyushu Civil Affairs Region
APO 1105

1. With reference to telephone conversation of 30 March 1951 regarding Travel Authorization and Reimbursement Vouchers, the following procedure is established to assure uniformity in the completion and submission of these forms. This procedure will become effective 1 April 1951.

a. Certification of funds. This section has received obligation authority advice No. 16-51 to cover payments for travel reimbursement for all eight (8) regions for the first quarter, JFY 1951. Region certifying officers are authorized to obligate against this obligation authority in behalf of the section fiscal officer. Inasmuch as the Schedule of Travel Authorization and Reimbursement Vouchers (Incl. 1) is the only basis for this office to maintain an accurate and current record of obligations against the fund, it is directed that schedules be submitted weekly or semi-weekly as may be warranted by the volume of vouchers processed. The form will be completed in the following manner: Reference serial number will be listed in consecutive order. When a serial number has been assigned to the Travel Authorization but the amount of payment is not available at the time of the submission of the report, the number will be listed in its order and all information with the exception of the amount will be completed. All items on which the amount was omitted will be picked up on subsequent report and complete information will be given.

b. Serial numbers.

- (1) Serial number will contain two sets of numbers: Region headquarters payroll number (279) and voucher number in sequence. The first voucher number will be 279-1; the second, 279-2, etc. The date of departure from official headquarters is used as basis for determining the quarter in

RM
CA FILE

F-3/A

D376

12 APR 1951

which the expense is incurred, therefore, the new series of voucher numbers will be used only on travel which shows the departure date on or after 1 April 1951.

- (2) All vouchers for advanced payment will be followed by an adjustment voucher as soon as the travel is completed. If no additional amount is due, "\$00.00" will be shown in all applicable columns and spaces. On the adjustment vouchers, the same serial number as the original voucher will be used and it will be followed by the adjustment number. For example, if an adjustment to voucher serial number 279-1 is necessary, the serial number for the adjusting voucher will be 279-1-1, etc.

c. Properly authenticated reimbursement vouchers will be submitted to this section for necessary action as heretofore. All vouchers will be accounted for and submitted in numerical order. It is directed that all travel vouchers be processed so as to arrive at this section within twenty (20) days after the completion of the travel.

d. SCAP AGO Form #14 will be completed in full and all vouchers will include all the necessary signatures and/or official seals.

e. At the end of the fiscal year (March 31), the following procedure will be followed in the preparation of SCAP AGO Form #14: When travel begins in one fiscal year and is not completed until after the first of the next fiscal year, two Travel Authorization and Reimbursement Vouchers will be prepared. For example, if an employee begins a trip on the 26th of March and the trip is not completed until the 10th of April--one voucher will be prepared to cover the period 26 through 31 March and another voucher will be prepared to cover the period 1 through 10 April. That portion of the trip covered in period 26 through 31 March will be charged against the JFY 1950, fourth quarter funds, and expenses incurred for the period 1 through 10 April will be chargeable against the JFY 1951, first quarter funds.

f. The following is the new accounting classification applicable to all obligations against JFY 1951 travel funds:

<u>Appropriation</u> <u>Symbol</u>	<u>Command</u> <u>Code</u>	<u>Fiscal Station</u> <u>Number</u>	<u>Project</u> <u>Account</u>	<u>Object</u> <u>Class</u>
1901	5	500	120	02

123 (

)CAS-A, subj: Travel Authorization and Reimbursement
Vouchers

2. Schedule of Travel Authorization and Reimbursement Vouchers
(CAS Form #51) and Travel Authorization and Reimbursement Vouchers (SCAP
AGO Form #14)(Incls. 1 and 2) may be reproduced locally.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

2 Incls

1. CAS Form #51
2. SCAP AGO Form #14

J. A. O'BRIEN
CWO USA
Adm Off

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 ()CAS-A

SUBJECT: Travel Authorization and Reimbursement Vouchers

TO: Chief
Tohoku Civil Affairs Region
APO 547

1. With reference to telephone conversation of 30 March 1951 regarding Travel Authorization and Reimbursement Vouchers, the following procedure is established to assure uniformity in the completion and submission of these forms. This procedure will become effective 1 April 1951.

a. Certification of funds. This section has received obligation authority advice No. 16-51 to cover payments for travel reimbursement for all eight (8) regions for the first quarter, JFY 1951. Region certifying officers are authorized to obligate against this obligation authority in behalf of the section fiscal officer. Inasmuch as the Schedule of Travel Authorization and Reimbursement Vouchers (Incl. 1) is the only basis for this office to maintain an accurate and current record of obligations against the fund, it is directed that schedules be submitted weekly or semi-weekly as may be warranted by the volume of vouchers processed. The form will be completed in the following manner: Reference serial number will be listed in consecutive order. When a serial number has been assigned to the Travel Authorization but the amount of payment is not available at the time of the submission of the report, the number will be listed in its order and all information with the exception of the amount will be completed. All items on which the amount was omitted will be picked up on subsequent report and complete information will be given.

b. Serial numbers.

- (1) Serial number will contain two sets of numbers: Region headquarters payroll number (273) and voucher number in sequence. The first voucher number will be 273-1; the second, 273-2, etc. The date of departure from official headquarters is used as basis for determining the quarter in

Rm
CA FILE

D-377

12 APR 1951

which the expense is incurred, therefore, the new series of voucher numbers will be used only on travel which shows the departure date on or after 1 April 1951.

- (2) All vouchers for advanced payment will be followed by an adjustment voucher as soon as the travel is completed. If no additional amount is due, "\$00.00" will be shown in all applicable columns and spaces. On the adjustment vouchers, the same serial number as the original voucher will be used and it will be followed by the adjustment number. For example, if an adjustment to voucher serial number 273-1 is necessary, the serial number for the adjusting voucher will be 273-1-1, etc.

c. Properly authenticated reimbursement vouchers will be submitted to this section for necessary action as heretofore. All vouchers will be accounted for and submitted in numerical order. It is directed that all travel vouchers be processed so as to arrive at this section within twenty (20) days after the completion of the travel.

d. SCAP AGO Form #14 will be completed in full and all vouchers will include all the necessary signatures and/or official seals.

e. At the end of the fiscal year (March 31), the following procedure will be followed in the preparation of SCAP AGO Form #14: When travel begins in one fiscal year and is not completed until after the first of the next fiscal year, two Travel Authorization and Reimbursement Vouchers will be prepared. For example, if an employee begins a trip on the 26th of March and the trip is not completed until the 10th of April--one voucher will be prepared to cover the period 26 through 31 March and another voucher will be prepared to cover the period 1 through 10 April. That portion of the trip covered in period 26 through 31 March will be charged against the JFY 1950, fourth quarter funds, and expenses incurred for the period 1 through 10 April will be chargeable against the JFY 1951, first quarter funds.

f. The following is the new accounting classification applicable to all obligations against JFY 1951 travel funds:

<u>Appropriation</u> <u>Symbol</u>	<u>Command</u> <u>Code</u>	<u>Fiscal Station</u> <u>Number</u>	<u>Project</u> <u>Account</u>	<u>Object</u> <u>Class</u>
1901	5	500	120	02

123 (

)CAS-A, subj: Travel Authorization and Reimbursement
Vouchers

2. Schedule of Travel Authorization and Reimbursement Vouchers
(CAS Form #51) and Travel Authorization and Reimbursement Vouchers (SCAP
AGO Form #14) (Incls. 1 and 2) may be reproduced locally.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

2 Incls

1. CAS Form #51
2. SCAP AGO Form #14

J. A. O'BRIEN
CWO USA
Adm Off

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 ()CAS-A

SUBJECT: Travel Authorization and Reimbursement Vouchers

TO: Chief
Kanto Civil Affairs Region
APO 500

1. With reference to telephone conversation of 30 March 1951 regarding Travel Authorization and Reimbursement Vouchers, the following procedure is established to assure uniformity in the completion and submission of these forms. This procedure will become effective 1 April 1951.

a. Certification of funds. This section has received obligation authority advice No. 16-51 to cover payments for travel reimbursement for all eight (8) regions for the first quarter, JFY 1951. Region certifying officers are authorized to obligate against this obligation authority in behalf of the section fiscal officer. Inasmuch as the Schedule of Travel Authorization and Reimbursement Vouchers (Incl. 1) is the only basis for this office to maintain an accurate and current record of obligations against the fund, it is directed that schedules be submitted weekly or semi-weekly as may be warranted by the volume of vouchers processed. The form will be completed in the following manner: Reference serial number will be listed in consecutive order. When a serial number has been assigned to the Travel Authorization but the amount of payment is not available at the time of the submission of the report, the number will be listed in its order and all information with the exception of the amount will be completed. All items on which the amount was omitted will be picked up on subsequent report and complete information will be given.

b. Serial numbers.

- (1) Serial number will contain two sets of numbers: Region headquarters payroll number (274) and voucher number in sequence. The first voucher number will be 274-1; the second, 274-2, etc. The date of departure from official headquarters is used as basis for determining the quarter in

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which the expense is incurred, therefore, the new series of voucher numbers will be used only on travel which shows the departure date on or after 1 April 1951.

- (2) All vouchers for advanced payment will be followed by an adjustment voucher as soon as the travel is completed. If no additional amount is due, "\$00.00" will be shown in all applicable columns and spaces. On the adjustment vouchers, the same serial number as the original voucher will be used and it will be followed by the adjustment number. For example, if an adjustment to voucher serial number 274-1 is necessary, the serial number for the adjusting voucher will be 274-1-1, etc.

c. Properly authenticated reimbursement vouchers will be submitted to this section for necessary action as heretofore. All vouchers will be accounted for and submitted in numerical order. It is directed that all travel vouchers be processed so as to arrive at this section within twenty (20) days after the completion of the travel.

d. SCAP AGO Form #14 will be completed in full and all vouchers will include all the necessary signatures and/or official seals.

e. At the end of the fiscal year (March 31), the following procedure will be followed in the preparation of SCAP AGO Form #14: When travel begins in one fiscal year and is not completed until after the first of the next fiscal year, two Travel Authorization and Reimbursement Vouchers will be prepared. For example, if an employee begins a trip on the 26th of March and the trip is not completed until the 10th of April--one voucher will be prepared to cover the period 26 through 31 March and another voucher will be prepared to cover the period 1 through 10 April. That portion of the trip covered in period 26 through 31 March will be charged against the JFY 1950, fourth quarter funds, and expenses incurred for the period 1 through 10 April will be chargeable against the JFY 1951, first quarter funds.

f. The following is the new accounting classification applicable to all obligations against JFY 1951 travel funds:

<u>Appropriation Symbol</u>	<u>Command Code</u>	<u>Fiscal Station Number</u>	<u>Project Account</u>	<u>Object Class</u>
1901	5	500	120	02

123 (

)CAS-A, subj: Travel Authorization and Reimbursement
Vouchers

2. Schedule of Travel Authorization and Reimbursement Vouchers
(CAS Form #51) and Travel Authorization and Reimbursement Vouchers (SCAP
AGO Form #14) (Incls. 1 and 2) may be reproduced locally.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

2 Incls
1. CAS Form #51
2. SCAP AGO Form #14

J. A. O'BRIEN
CWO USA
Adm Off

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 ()CAS-A

SUBJECT: Travel Authorization and Reimbursement Vouchers

TO: Chief
Tokai-Hokuriku Civil Affairs Region
APO 710

1. With reference to telephone conversation of 30 March 1951 regarding Travel Authorization and Reimbursement Vouchers, the following procedure is established to assure uniformity in the completion and submission of these forms. This procedure will become effective 1 April 1951.

a. Certification of funds. This section has received obligation authority advice No. 16-51 to cover payments for travel reimbursement for all eight (8) regions for the first quarter, JFY 1951. Region certifying officers are authorized to obligate against this obligation authority in behalf of the section fiscal officer. Inasmuch as the Schedule of Travel Authorization and Reimbursement Vouchers (Incl. 1) is the only basis for this office to maintain an accurate and current record of obligations against the fund, it is directed that schedules be submitted weekly or semi-weekly as may be warranted by the volume of vouchers processed. The form will be completed in the following manner: Reference serial number will be listed in consecutive order. When a serial number has been assigned to the Travel Authorization but the amount of payment is not available at the time of the submission of the report, the number will be listed in its order and all information with the exception of the amount will be completed. All items on which the amount was omitted will be picked up on subsequent report and complete information will be given.

b. Serial numbers.

- (1) Serial number will contain two sets of numbers: Region headquarters payroll number (275) and voucher number in sequence. The first voucher number will be 275-1; the second, 275-2, etc. The date of departure from official headquarters is used as basis for determining the quarter in

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which the expense is incurred, therefore, the new series of voucher numbers will be used only on travel which shows the departure date on or after 1 April 1951.

- (2) All vouchers for advanced payment will be followed by an adjustment voucher as soon as the travel is completed. If no additional amount is due, "\$00.00" will be shown in all applicable columns and spaces. On the adjustment vouchers, the same serial number as the original voucher will be used and it will be followed by the adjustment number. For example, if an adjustment to voucher serial number 275-1 is necessary, the serial number for the adjusting voucher will be 275-1-1, etc.

c. Properly authenticated reimbursement vouchers will be submitted to this section for necessary action as heretofore. All vouchers will be accounted for and submitted in numerical order. It is directed that all travel vouchers be processed so as to arrive at this section within twenty (20) days after the completion of the travel.

d. SCAP AGO Form #14 will be completed in full and all vouchers will include all the necessary signatures and/or official seals.

e. At the end of the fiscal year (March 31), the following procedure will be followed in the preparation of SCAP AGO Form #14: When travel begins in one fiscal year and is not completed until after the first of the next fiscal year, two Travel Authorization and Reimbursement Vouchers will be prepared. For example, if an employee begins a trip on the 26th of March and the trip is not completed until the 10th of April--one voucher will be prepared to cover the period 26 through 31 March and another voucher will be prepared to cover the period 1 through 10 April.. That portion of the trip covered in period 26 through 31 March will be charged against the JFY 1950, fourth quarter funds, and expenses incurred for the period 1 through 10 April will be chargeable against the JFY 1951, first quarter funds.

f. The following is the new accounting classification applicable to all obligations against JFY 1951 travel funds:

<u>Appropriation</u> <u>Symbol</u>	<u>Command</u> <u>Code</u>	<u>Fiscal Station</u> <u>Number</u>	<u>Project</u> <u>Account</u>	<u>Object</u> <u>Class</u>
1901	5	500	120	02

123 (

)GAS-A, subj: Travel Authorization and Reimbursement
Vouchers

2. Schedule of Travel Authorization and Reimbursement Vouchers
(GAS Form #51) and Travel Authorization and Reimbursement Vouchers (SCAP
AGO Form #14) (Incls. 1 and 2) may be reproduced locally.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

2 Incls

1. GAS Form #51

2. SCAP AGO Form #14

J. A. O'BRIEN
CWO USA
Adm Off

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 ()CAS-A

SUBJECT: Travel Authorization and Reimbursement Vouchers

TO: Chief
Kinki Civil Affairs Region
APO 15

1. With reference to telephone conversation of 30 March 1951 regarding Travel Authorization and Reimbursement Vouchers, the following procedure is established to assure uniformity in the completion and submission of these forms. This procedure will become effective 1 April 1951.

a. Certification of funds. This section has received obligation authority advice No. 16-51 to cover payments for travel reimbursement for all eight (8) regions for the first quarter, JFY 1951. Region certifying officers are authorized to obligate against this obligation authority in behalf of the section fiscal officer. Inasmuch as the Schedule of Travel Authorization and Reimbursement Vouchers (Incl. 1) is the only basis for this office to maintain an accurate and current record of obligations against the fund, it is directed that schedules be submitted weekly or semi-weekly as may be warranted by the volume of vouchers processed. The form will be completed in the following manner: Reference serial number will be listed in consecutive order. When a serial number has been assigned to the Travel Authorization but the amount of payment is not available at the time of the submission of the report, the number will be listed in its order and all information with the exception of the amount will be completed. All items on which the amount was omitted will be picked up on subsequent report and complete information will be given.

b. Serial numbers.

- (1) Serial number will contain two sets of numbers: Region headquarters payroll number (276) and voucher number in sequence. The first voucher number will be 276-1; the second, 276-2, etc. The date of departure from official headquarters is used as basis for determining the quarter in

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which the expense is incurred, therefore, the new series of voucher numbers will be used only on travel which shows the departure date on or after 1 April 1951.

- (2) All vouchers for advanced payment will be followed by an adjustment voucher as soon as the travel is completed. If no additional amount is due, "\$00.00" will be shown in all applicable columns and spaces. On the adjustment vouchers, the same serial number as the original voucher will be used and it will be followed by the adjustment number. For example, if an adjustment to voucher serial number 276-1 is necessary, the serial number for the adjusting voucher will be 276-1-1, etc.

c. Properly authenticated reimbursement vouchers will be submitted to this section for necessary action as heretofore. All vouchers will be accounted for and submitted in numerical order. It is directed that all travel vouchers be processed so as to arrive at this section within twenty (20) days after the completion of the travel.

d. SCAP AGO Form #14 will be completed in full and all vouchers will include all the necessary signatures and/or official seals.

e. At the end of the fiscal year (March 31), the following procedure will be followed in the preparation of SCAP AGO Form #14: When travel begins in one fiscal year and is not completed until after the first of the next fiscal year, two travel authorization and reimbursement vouchers will be prepared. For example, if an employee begins a trip on the 26th of March and the trip is not completed until the 10th of April--one voucher will be prepared to cover the period 26 through 31 March and another voucher will be prepared to cover the period 1 through 10 April. That portion of the trip covered in period 26 through 31 March will be charged against the JFY 1950, fourth quarter funds, and expenses incurred for the period 1 through 10 April will be chargeable against the JFY 1951, first quarter funds.

f. The following is the new accounting classification applicable to all obligations against JFY 1951 travel funds:

<u>Appropriation</u> <u>Symbol</u>	<u>Command</u> <u>Code</u>	<u>Fiscal Station</u> <u>Number</u>	<u>Project</u> <u>Account</u>	<u>Object</u> <u>Class</u>
1901	5	500	120	02

123 (

)CAS-A, subj: Travel Authorization and Reimbursement
Vouchers

2. Schedule of Travel Authorization and Reimbursement Vouchers
(CAS Form #51) and Travel Authorization and Reimbursement Vouchers (SCAP
AGO Form #14)(Incls. 1 and 2) may be reproduced locally.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm Off

2 Incls
1. CAS Form #51
2. SCAP AGO Form #14

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 ()CAS-A

SUBJECT: Travel Authorization and Reimbursement Vouchers

TO: Chief
Shikoku Civil Affairs Region
APO 1050

1. With reference to telephone conversation of 30 March 1951 regarding Travel Authorization and Reimbursement Vouchers, the following procedure is established to assure uniformity in the completion and submission of these forms. This procedure will become effective 1 April 1951.

a. Certification of funds. This section has received obligation authority advice No. 16-51 to cover payments for travel reimbursement for all eight (8) regions for the first quarter, JFY 1951. Region certifying officers are authorized to obligate against this obligation authority in behalf of the section fiscal officer. Inasmuch as the Schedule of Travel Authorization and Reimbursement Vouchers (Incl. 1) is the only basis for this office to maintain an accurate and current record of obligations against the fund, it is directed that schedules be submitted weekly or semi-weekly as may be warranted by the volume of vouchers processed. The form will be completed in the following manner: Reference serial number will be listed in consecutive order. When a serial number has been assigned to the Travel Authorization but the amount of payment is not available at the time of the submission of the report, the number will be listed in its order and all information with the exception of the amount will be completed. All items on which the amount was omitted will be picked up on subsequent report and complete information will be given.

b. Serial numbers.

- (1) Serial number will contain two sets of numbers: Region headquarters payroll number (278) and voucher number in sequence. The first voucher number will be 278-1; the second, 278-2, etc. The date of departure from official headquarters is used as basis for determining the quarter in

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which the expense is incurred, therefore, the new series of voucher numbers will be used only on travel which shows the departure date on or after 1 April 1951.

- (2) All vouchers for advanced payment will be followed by an adjustment voucher as soon as the travel is completed. If no additional amount is due, "\$00.00" will be shown in all applicable columns and spaces. On the adjustment vouchers, the same serial number as the original voucher will be used and it will be followed by the adjustment number. For example, if an adjustment to voucher serial number 278-1 is necessary, the serial number for the adjusting voucher will be 278-1-1, etc.

c. Properly authenticated reimbursement vouchers will be submitted to this section for necessary action as heretofore. All vouchers will be accounted for and submitted in numerical order. It is directed that all travel vouchers be processed so as to arrive at this section within twenty (20) days after the completion of the travel.

d. SCAP AGO Form #14 will be completed in full and all vouchers will include all the necessary signatures and/or official seals.

e. At the end of the fiscal year (March 31), the following procedure will be followed in the preparation of SCAP AGO Form #14: When travel begins in one fiscal year and is not completed until after the first of the next fiscal year, two Travel Authorization and Reimbursement Vouchers will be prepared. For example, if an employee begins a trip on the 26th of March and the trip is not completed until the 10th of April--one voucher will be prepared to cover the period 26 through 31 March and another voucher will be prepared to cover the period 1 through 10 April. That portion of the trip covered in period 26 through 31 March will be charged against the JFY 1950, fourth quarter funds, and expenses incurred for the period 1 through 10 April will be chargeable against the JFY 1951, first quarter funds.

f. The following is the new accounting classification applicable to all obligations against JFY 1951 travel funds:

<u>Appropriation</u> <u>Symbol</u>	<u>Command</u> <u>Code</u>	<u>Fiscal Station</u> <u>Number</u>	<u>Project</u> <u>Account</u>	<u>Object</u> <u>Class</u>
1901	5	500	120	02

123 () CAS-A, subj: Travel Authorization and Reimbursement
Vouchers

2. Schedule of Travel Authorization and Reimbursement Vouchers
(CAS Form #51) and Travel Authorization and Reimbursement Vouchers (SCAP
AGO Form #14)(Incls. 1 and 2) may be reproduced locally.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm Off

2 Incls
1. CAS Form #51
2. SCAP AGO Form #14

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 ()CAS-A

SUBJECT: Travel Authorization and Reimbursement Vouchers

TO: Chief
Chugoku Civil Affairs Region
APO 182

1. With reference to telephone conversation of 30 March 1951 regarding Travel Authorization and Reimbursement Vouchers, the following procedure is established to assure uniformity in the completion and submission of these forms. This procedure will become effective 1 April 1951.

a. Certification of funds. This section has received obligation authority advice No. 16-51 to cover payments for travel reimbursement for all eight (8) regions for the first quarter, JFY 1951. Region certifying officers are authorized to obligate against this obligation authority in behalf of the section fiscal officer. Inasmuch as the Schedule of Travel Authorization and Reimbursement Vouchers (Incl. 1) is the only basis for this office to maintain an accurate and current record of obligations against the fund, it is directed that schedules be submitted weekly or semi-weekly as may be warranted by the volume of vouchers processed. The form will be completed in the following manner: Reference serial number will be listed in consecutive order. When a serial number has been assigned to the Travel Authorization but the amount of payment is not available at the time of the submission of the report, the number will be listed in its order and all information with the exception of the amount will be completed. All items on which the amount was omitted will be picked up on subsequent report and complete information will be given.

b. Serial numbers.

- (1) Serial number will contain two sets of numbers: Region headquarters payroll number (277) and voucher number in sequence. The first voucher number will be 277-1; the second, 277-2, etc. The date of departure from official headquarters is used as basis for determining the quarter in

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which the expense is incurred, therefore, the new series of voucher numbers will be used only on travel which shows the departure date on or after 1 April 1951.

- (2) All vouchers for advanced payment will be followed by an adjustment voucher as soon as the travel is completed. If no additional amount is due, "\$00.00" will be shown in all applicable columns and spaces. On the adjustment vouchers, the same serial number as the original voucher will be used and it will be followed by the adjustment number. For example, if an adjustment to voucher serial number 277-1 is necessary, the serial number for the adjusting voucher will be 277-1-1, etc.

c. Properly authenticated reimbursement vouchers will be submitted to this section for necessary action as heretofore. All vouchers will be accounted for and submitted in numerical order. It is directed that all travel vouchers be processed so as to arrive at this section within twenty (20) days after the completion of the travel.

d. SCAP AGO Form #14 will be completed in full and all vouchers will include all the necessary signatures and/or official seals.

e. At the end of the fiscal year (March 31), the following procedure will be followed in the preparation of SCAP AGO Form #14: When travel begins in one fiscal year and is not completed until after the first of the next fiscal year, two Travel Authorization and Reimbursement Vouchers will be prepared. For example, if an employee begins a trip on the 26th of March and the trip is not completed until the 10th of April--one voucher will be prepared to cover the period 26 through 31 March and another voucher will be prepared to cover the period 1 through 10 April. That portion of the trip covered in period 26 through 31 March will be charged against the JFY 1950, fourth quarter funds, and expenses incurred for the period 1 through 10 April will be chargeable against the JFY 1951, first quarter funds.

f. The following is the new accounting classification applicable to all obligations against JFY 1951 travel funds:

<u>Appropriation</u> <u>Symbol</u>	<u>Command</u> <u>Code</u>	<u>Fiscal Station</u> <u>Number</u>	<u>Project</u> <u>Account</u>	<u>Object</u> <u>Class</u>
1901	5	500	120	02

123 () CAS-A, subj: Travel Authorization and Reimbursement
Vouchers

2. Schedule of Travel Authorization and Reimbursement Vouchers
(CAS Form #51) and Travel Authorization and Reimbursement Vouchers (SCAP
AGO Form #14)(Incls. 1 and 2) may be reproduced locally.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm Off

2 Incls
1. CAS Form #51
2. SCAP AGO Form #14

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 ()CAS-A

SUBJECT: Travel Authorization and Reimbursement Vouchers

TO: Chief
Hokkaido Civil Affairs Region
APO 309

1. With reference to telephone conversation of 30 March 1951 regarding Travel Authorization and Reimbursement Vouchers, the following procedure is established to assure uniformity in the completion and submission of these forms. This procedure will become effective 1 April 1951.

a. Certification of funds. This section has received obligation authority advice No. 16-51 to cover payments for travel reimbursement for all eight (8) regions for the first quarter, JFY 1951. Region certifying officers are authorized to obligate against this obligation authority in behalf of the section fiscal officer. Inasmuch as the Schedule of Travel Authorization and Reimbursement Vouchers (encl. 1) is the only basis for this office to maintain an accurate and current record of obligations against the fund, it is directed that schedules be submitted weekly or semi-weekly as may be warranted by the volume of vouchers processed. The form will be completed in the following manner: Reference serial number will be listed in consecutive order. When a serial number has been assigned to the Travel Authorization but the amount of payment is not available at the time of the submission of the report, the number will be listed in its order and all information with the exception of the amount will be completed. All items on which the amount was omitted will be picked up on subsequent report and complete information will be given.

b. Serial numbers.

- (1) Serial number will contain two sets of numbers: Region headquarters payroll number(272) and voucher number in sequence. The first voucher number will be 272-1; the second, 272-2, etc. The date of departure from official headquarters is used as basis for determining the quarter in

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12 APR 1951

which the expense is incurred, therefore, the new series of voucher numbers will be used only on travel which shows the departure date on or after 1 April 1951.

- (2) All vouchers for advanced payment will be followed by an adjustment voucher as soon as the travel is completed. If no additional amount is due, "\$00.00" will be shown in all applicable columns and spaces. On the adjustment vouchers, the same serial number as the original voucher will be used and it will be followed by the adjustment number. For example, if an adjustment to voucher serial number 272-1 is necessary, the serial number for the adjusting voucher will be 272-1-1, etc.

c. Properly authenticated reimbursement vouchers will be submitted to this section for necessary action as heretofore. All vouchers will be accounted for and submitted in numerical order. It is directed that all travel vouchers be processed so as to arrive at this section within twenty (20) days after the completion of the travel.

d. SCAP AGO Form #14 will be completed in full and all vouchers will include all the necessary signatures and/or official seals.

e. At the end of the fiscal year (March 31), the following procedure will be followed in the preparation of SCAP AGO Form #14: When travel begins in one fiscal year and is not completed until after the first of the next fiscal year, two Travel Authorization and Reimbursement Vouchers will be prepared. For example, if an employee begins a trip on the 26th of March and the trip is not completed until the 10th of April--one voucher will be prepared to cover the period 26 through 31 March and another voucher will be prepared to cover the period 1 through 10 April. That portion of the trip covered in period 26 through 31 March will be charged against the JFY 1950, fourth quarter funds, and expenses incurred for the period 1 through 10 April will be chargeable against the JFY 1951, first quarter funds.

f. The following is the new accounting classification applicable to all obligations against JFY 1951 travel funds:

<u>Appropriation Symbol</u>	<u>Command Code</u>	<u>Fiscal Station Number</u>	<u>Project Account</u>	<u>Object Class</u>
1901	5	500	120	02

123 (

)CAS-A, subj: Travel Authorization and Reimbursement
Vouchers

2. Schedule of Travel Authorization and Reimbursement Vouchers
(CAS Form #51) and Travel Authorization and Reimbursement Vouchers (SCAP
AGO Form #14)(Incls. 1 and 2) may be reproduced locally.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

2 Incls
1. CAS Form #51
2. SCAP AGO Form #14

J. A. O'BRIEN
CWO USA
Adm Off

HEADQUARTERS
TOKAI-HOKURIKU CIVIL AFFAIRS REGION
APO 710

SI/mm

29 March 1951

SUBJECT: Travel Authorization and Reimbursement Voucher

TO: SUPREME COMMANDER FOR THE ALLIED POWERS
ATTN: Chief, Civil Affairs Section (Personnel)
APO 500

Forwarded herewith are the completed SCAP AGO Forms No. 14, Travel Authorization and Reimbursement Voucher, for travel expenses of the indigenous employees of this region paid under the Obligation Authority Adv. No. 397.

FOR THE CHIEF:

/s/ Wilbur F. Stephenson
WILBUR F. STEPHENSON
Lt Col, Armor
Deputy

1 Incl
33 copies of SCAP
AGO Form #14

123 () CAS-A 1st Ind

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Chief, Tokai-Hokuriku Civil Affairs Region, APO 710

1. Returned for completion.
2. Item "Paid by Cash ¥ _____ on _____ 19____" should be completed and vouchers must be signed by payee.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

Incl
n/c

J. A. O'BRIEN
CWO USA
Adm Off

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5 APR 1951

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 ()CAS-A

R. A. Anderson

SUBJECT: SCAP AGO Form #14

TO: Civilian Personnel Clerk
Hokkaido Civil Affairs Region
APO 309

Inclosure returned per phone conversation between Mrs. Clark,
your region, and Miss Matsumoto, this section.

Incl
a/1

R. A. ANDERSON
Chief, Personnel Division

CA FILE COPY

C-888
27 MAR 1951

MAR 27 P.M.

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F-2

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

123 (15 May 50)CAS-A

SUBJECT: Travel Expenses for Indigenous Personnel

TO: Chief
Tohoku Civil Affairs Region
APO 547

Reference telephone conversation 2 February 1951 between Lt Col James W. Foreman, Tohoku Civil Affairs Region, and Mr. R. A. Anderson, this section, attached letter General Headquarters, Supreme Commander for the Allied Powers, AG 123 (15 May 50)COM-B, subject: "Payment to Indigenous Personnel for Expenses Incident to Travel Directed by the Occupation Forces" dated 12 June 1950 attached as inclosure 1, specifies that indigenous personnel will be paid ¥640.00 for every night spent on the train.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
As indicated

J. A. O'BRIEN
CWO, USA
Adm Off

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F-1 FEB 8 Rec'd

8 FEB 1951

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