



Hunt Institute for Botanical Documentation
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Carnegie Mellon University
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About the Institute

The Hunt Institute for Botanical Documentation, a research division of Carnegie Mellon University, specializes in the history of botany and all aspects of plant science and serves the international scientific community through research and documentation. To this end, the Institute acquires and maintains authoritative collections of books, plant images, manuscripts, portraits and data files, and provides publications and other modes of information service. The Institute meets the reference needs of botanists, biologists, historians, conservationists, librarians, bibliographers and the public at large, especially those concerned with any aspect of the North American flora.

Hunt Institute was dedicated in 1961 as the Rachel McMasters Miller Hunt Botanical Library, an international center for bibliographical research and service in the interests of botany and horticulture, as well as a center for the study of all aspects of the history of the plant sciences. By 1971 the Library's activities had so diversified that the name was changed to Hunt Institute for Botanical Documentation. Growth in collections and research projects led to the establishment of four programmatic departments: Archives, Art, Bibliography and the Library.

DUPLICATE
RECEIPT BOOK

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TRAVEL VOUCHER

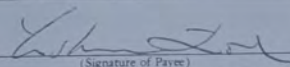
DEPARTMENT, BUREAU, OR ESTABLISHMENT Smithsonian Institution		VOUCHER NO.	
PAYEE'S NAME Askill Löve		SCHEDULE NO.	
MAILING ADDRESS Department of Biology, University of Colorado, Boulder, Colorado 80302.		PAID BY	
OFFICIAL DUTY STATION Boulder, Colorado		RESIDENCE 473 Harvard Lane, Boulder, Colorado 80303	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) TO (DATE) Dec. 28, 1970 Jan. 15, 1971.		TRAVEL ADVANCE Outstanding \$ None	
APPLICABLE TRAVEL AUTHORIZATION(S) NO. DATE		CHECK NO.	
		CASH PAYMENT OF \$ RECEIVED (DATE)	
		Balance to remain outstanding \$ (Signature of Payee)	

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENTS VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOMMODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
420-6820-00-212-2	683.80	PAA	Y	17.12 1970	Denver, Colorado	Ljubljana, Yugoslavia and return

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** Certified correct. Payment or credit has not been received.

January 28, 1971 (Date)	 (Signature of Payee)	AMOUNT CLAIMED	Dollars	Cts
		→	00	00
APPROVED (Supervisory and other approvals when required)	DIFFERENCES:			
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)	Total verified correct for charge to appropriation(s) (initials)			
Certified correct and proper for payment:	Applied to travel advance (appropriation symbol)			
(Date)	(Authorized Certifying Officer)	NET TO TRAVELER	→	00 00

ACCOUNTING CLASSIFICATION
33X0102 TA No. 700

* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.
** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, id. 1001).

SI-15
Rev. 11-1-66

SMITHSONIAN INSTITUTION
Authorization of Official Travel
(See Instructions on Reverse)

1. NAME, TITLE, AND UNIT OF PERSON REQUESTING TRAVEL
(Name and Address c/o the University)
Telephone number where you may be reached

FISCAL DIVISION USE
Authorization No. (Leave Blank)
Authorization Date (Leave Blank)
Appropriation or Fund 52r (Leave Blank)

2. OFFICIAL STATION IDENTIFY (Place of departure) _____ DEPARTING (date) _____ RETURNING (date) _____	3. STATUS OF TRAVELER <input type="checkbox"/> SI EMPLOYEE (Leave Blank) <input type="checkbox"/> IDENTIFY _____	4. ACTIVITY CHARGEABLE (Leave Blank)
--	--	---

5. TRAVEL REQUESTED (ITINERARY, DATES, PURPOSE, AND SPECIAL AUTHORIZATION(S) REQUIRED)
(Itinerary according to reservations made, and dates if known.)

(Purpose of trip--A brief statement of the purpose of your visit to the foreign currency country(ies); explanations of stops enroute are not necessary.)

6. METHODS OF TRAVEL <input type="checkbox"/> Common Carrier (Identify) (commercial air) _____ <input type="checkbox"/> Government-owned Vehicle _____ <input type="checkbox"/> Private Vehicle _____ <input type="checkbox"/> Other (Identify) _____	7. NUMBER OF TRANSPORTATION REQUEST FORMS (SF-1169) REQUIRED
---	--

8. ESTIMATED COSTS (ROUND TO NEAREST DOLLAR)

Transportation.....	\$ _____	(cost of air ticket)
Per Diem _____ days at \$ _____ per day.....	\$ _____	(where appropriate)
Miscellaneous Expenses..... (i.e. excess baggage)	\$ _____	

(PAYABLE ONLY IN LOCAL CURRENCY) (Fill in currency of country where research is being performed.)

TOTAL.....\$ _____

9. SIGNATURE OF REQUESTER Date (Signature and date)	10. SIGNATURE AND TITLE OF AUTHORIZING OFFICER Date (Leave blank)
--	--

SI-15
Rev. 11-1-66

SMITHSONIAN INSTITUTION
Authorization of Official Travel
(See Instructions on Reverse)

FISCAL DIVISION USE

Authorization No.

700 Amendment No. 1

Authorization Date

December 9, 1970

Appropriation or Fund

33X0102

1. NAME, TITLE, AND UNIT OF PERSON REQUESTING TRAVEL

Professor Askell Love
Department of Biology
University of Colorado
Boulder, Colorado

2. OFFICIAL STATION

IDENTIFY _____
DEPARTING _____
RETURNING _____

3. STATUS OF TRAVELER

SI EMPLOYEE
 IDENTIFY _____

4. ACTIVITY CHARGEABLE

812X00-A24-6820-00-210-2

5. TRAVEL REQUESTED (ITINERARY, DATES, PURPOSE, AND SPECIAL AUTHORIZATION(S) REQUIRED)

This is to amend T. O. No. 700 dated November 25, 1970 to include miscellaneous expenses and internal travel as indicated below

6. METHODS OF TRAVEL

Common Carrier (Identify) _____
 Government-owned Vehicle _____
 Private Vehicle _____
 Other (Identify) _____

7. NUMBER OF TRANSPORTATION REQUEST
FORMS (SF-1169) REQUIRED

8. ESTIMATED COSTS (ROUND TO NEAREST DOLLAR)

Transportation \$ _____
Per Diem _____ days at \$ _____ per day \$ _____
Miscellaneous Expenses \$ 25.00 in Yugoslav dinars

TOTAL \$ _____

9. SIGNATURE OF REQUESTER

Askell Love per

Date 12/9/70

10. SIGNATURE AND TITLE OF AUTHORIZING OFFICER

David Challinor

Date 12/9/70



SMITHSONIAN INSTITUTION

Washington, D.C. 20560
U.S.A.

Dear Grantee:

I have enclosed a copy of our recently revised Foreign Currency Program Announcement. Please read it carefully. This Announcement may be considerably different from earlier versions you may be working from. The July 1, 1970 Program Announcement (our latest revision) has also been changed. There have been two major changes which may effect your next proposal.

First, the deadlines for submission have been changed in some disciplines.

Second, because of increasing competition for funds, the Program has tightened its requirements for proposals, in particular, renewal proposals. Please refer to the attached Program Announcement for details on these and other Program policies.

I would like to remind you that your Foreign Currency Program grant requires that you supply the Program with twenty copies or reprints of any publication resulting from the research conducted under that grant. Copies are distributed to our Advisory Council members and others who review your research at our request. In the case of monographs or other costly bound volumes, two copies will suffice. Your publications are also made available to the United States Congress during our annual appropriation hearings to demonstrate the tangible benefits resulting from research which this Smithsonian program supports.

I cannot emphasize too strongly the importance of our receiving copies of your publications. If you have not already provided us with the required number of copies, please do so as soon as possible.

Sincerely yours,

Kennedy B. Schmertz
Director
Foreign Currency Program
Office of International Activities

SI-15

Rev. 11-1-66

SMITHSONIAN INSTITUTION

Authorization of Official Travel
(See Instructions on Reverse)

FISCAL DIVISION USE

Authorization No.

700

Authorization Date

November 25, 1970

Appropriation or Fund

33X0102

1. NAME, TITLE, AND UNIT OF PERSON REQUESTING TRAVEL

Askell Löve, Professor,
Department of Biology,
University of Colorado,
Boulder, Colorado 80302.

ph. 443-2211, ext. 7325 or 7921, home 443-9980. (303)

2. OFFICIAL STATION

IDENTIFY Denver
DEPARTING Dec. 28, 1970
RETURNING Jan. 16, 1971

3. STATUS OF TRAVELER

SI EMPLOYEE
 IDENTIFY _____

4. ACTIVITY CHARGEABLE

33X0102-A20-6820-00-210-2

5. TRAVEL REQUESTED (ITINERARY, DATES, PURPOSE, AND SPECIAL AUTHORIZATION(S) REQUIRED)

Purpose: Final arrangements for a cytotaxonomy project in Yugoslavia,
cf. letter from Mr. Schmertz, October 26, 1970.

Itinerary: Dec. 28: Denver-Chicago-Washington TWA: 8.00-11.00, 12.00-14.35.

Dec. 28: Washington-New York: open.

Dec. 28: New York-Reykjavik PanAm: 22.45 - 9.15.

Jan. 4: Reykjavik-Copenhagen FI: 8.45-13.50.

Jan. 5: Copenhagen-Belgrad Ju: 14.40-19.25.

Jan. 6: Belgrad-Ljubljana Ju: 19.15-20.10.

Jan. 15: Ljubljana-Belgrad Jup 6.30-7.25.

Jan. 16: Belgrad-New York PanAm: 8.45-15.30.

Jan. 16: New York-Denver TWA: 17.15-19.25.

6. METHODS OF TRAVEL

Common Carrier (Identify) commercial air, cf. above.
 Government-owned Vehicle
 Private Vehicle
 Other (Identify) _____

7. NUMBER OF TRANSPORTATION REQUEST
FORMS (SF-1169) REQUIRED

8. ESTIMATED COSTS (ROUND TO NEAREST DOLLAR)

Transportation..... \$ 825.00 in Yugoslav dinars
Per Diem 12 days at \$ 17 per day..... \$ 204.00 in Yugoslav dinars
Miscellaneous Expenses..... ~~\$ 1039.00~~ xxxxxx

TOTAL..... \$ 1029.00 in Yugoslav dinars

9. SIGNATURE OF REQUESTER

Date Nov. 16, 1970.

10. SIGNATURE AND TITLE OF AUTHORIZING OFFICER

Date 11/25/70

Copy 1. Traveler (Final travel authority after prevalidation by Fiscal Division)

UNIVERSITY OF COLORADO

BOULDER COLORADO 80302

Department of Environmental,
Population and Organismic Biology

Boulder, December 11, 1971.

Dear Franc:

I have been waiting for the letter you expected to send the day after you sent your letter of November 5, but since nothing has come yet, I hope it has not been lost in the mail. I have heard twice from the Smithsonian people who requested more informations as I mentioned to you in my last letter, but I hope they do not use this to cut us down. In that case we can always tell their superiors that the University of Ljubljana became angry when its requests through me regarding insurance last summer was ignored - so you felt you could also ignore their not too important requests! I understand that the committee ought to have met to discuss the new budget, but have not heard from them about it. And do not expect that these extremely slow bureaucrats will find it necessary to let us know until after New Year. If they cut us down too much, we will discuss the matter with them and their superiors, but if everything is in order, except perhaps the devaluation of the dollar that may affect us, or the further devaluation of the diner (what is it now in compered with the dollar and with the German mark?) then we will just plin as before.

I hope you have succeeded in getting the Scopolia started, since if there will be further delay, we may have to send our papers to other journals abroad to begin with. The first list has been printed in Texon, and I hope to get reprints of it early in 1972, and have asked them to send 200 to you. And the chromosome computerization progresses, though slower than we would like it to do, because we have to do other things also, but I hope it will be completed before the spring. We are otherwise told that you have gotten a computer of a similar kind as ours in Boulder, so perhaps we could use it for making printouts and other matters during the summer? Perhaps they also can photocopy from the film and perhaps also print the book? I sent you recently a copy of the Pteridophyta list, but am afraid that our secretaries have let it go by surface mail, because they are always saving on pittances now.

I came to think of that if Ernest still has not made his additions to the original paper, we could drop his name from it especially if he does not see that the biological species concept actually is the old Linnaean concept better defined, but certainly not the Austrian concept? We do not need to force him to put his name on something he does not believe in, it was my politeness to propose that he be with us all on this introductory paper. But since this has taken such a long time, I doubt the wisdom in sending all papers coming out of this project for his revision, because then we will never be able to get anything published. We have already made some preliminary descriptions and discussions of *Gentiana* that must be split, and instead of taking out only *Favargera*, I would like to split also out the entire section *Frigida* s.str. as *Pawlowkia*. But this we can do without further discussions in connection with the changes that we will propose for the chromosome list, but we will always keep you posted about such developments.

We have been looking around at the Volvos here and although a 164 is interesting, perhaps it would be more practical to talk about a stationwagon 145 the first summer, because it gives plenty of space and is just what Los would like to use here for her skiing! Perhaps you could get the necessary papers from the Volvo agent in Ljubljana, and mention then that we want a car for American export, which may be somewhat different from those for Europe. If he cannot arrange this without too much trouble, then we could do it through Volvo here and in Sweden for delivery elsewhere, though the price would probably be higher that way, because then one pays the American agent also. But this needs to be done rather soon, because time goes fast.

In connection with this I ought also to mention that we will need a financial report from Ljubljana not later than at the beginning of April, our finance office tells me. I suppose you have received copies of the forms Washington wants for this, but if you do not have them, then let me know very soon so that I can send you copies. I am told that only these forms will be necessary, and that bills and other details can be kept in Ljubljana until asked for, in case Washington feels this is necessary. I and the officer of our finance office will sign these, but your signature or that of your business officer is also needed. Perhaps you could send me not only the filled forms with proper signatures, but also empty forms with the same signatures, in case our finance office feels they must write it in some other way, and then I will send you copies of the final report. I realize that because of the delay with Scopolis you have not been able to spend the funds for printing costs yet, but it could always be listed as encumbered for printing manuscripts submitted for publication. Sent with other funds, if any, that may not yet have been fully spent.

I saw our president yesterday evening but he said nothing about the letter from your office, and it is probably not a serious one.

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Otherwise nothing very remarkable from us or from here. Our winter has been somewhat colder than usually, but we hope it will be nice next week, because on Sunday we will drive west towards California all four to spend our Xmas with our daughter Gay and her family and also with my brother Jón in Napa. But we will be back around January 10, and school will start again a week later. I will, however, let Doris take care of my students for the last week in January, because then I am going to Winston-Salem in North Carolina to give them a very concentrated course in biosystematics and also a university evening lecture on plant evolution and continental drift. It will be nice to visit that part of the country again, although the Magnolias and Liriodendrons will not be in bloom until in April - but that part of the country has greater botanical problems than the Balkan, and is highly interesting from the point of view of the dispersals connected with the drifts. I ought to write a book about that and also another about biosystematics, but will hardly do it as long as we stay in this not too stimulating place....you would not believe if I told you what we experienced here after our return this fall!

Hope everything is easier with you again now when you are through with the military service and when even the Russians have learnt to understand that the Yugoslavs want to be left alone. I have greatly enjoyed the book on Tito that you gave me, and it shows so clearly the background of everything we saw during the summer and gives us clear understanding of the greatness of that man. And of Yugoslavia as a whole, despite all its past difficulties.

The very best regards to yourself from us all, and Very Merry Xmas!

As always,

S. S. S.



SMITHSONIAN INSTITUTION

Washington, D.C. 20560

U.S.A.

October 26, 1970

Dr. Askell Löve
Professor and Chairman
Department of Biology
University of Colorado
Boulder, Colorado 80302

Dear Dr. Löve:

Your application for funds for research development or a research field trip in Yugoslavia has been approved by the Smithsonian Foreign Currency Program. You will be required to provide a written report on your accomplishments immediately following the conclusion of your trip. If publications result, directly or indirectly, from this travel, the Smithsonian should be given credit, and you should also provide copies of such publications to us. You must also file a travel voucher, which is discussed below.

There are several instructions concerning your travel arrangements which we would now like to pass on to you. Since travel with U. S. Government-owned "excess" foreign currencies is handled rather differently from other travel, there are several requirements you must meet to obtain your tickets.

U. S. Government travel orders are prepared for all travelers utilizing "excess" foreign currency funds under the Smithsonian Foreign Currency Program. This is done to take advantage of provisions of intergovernmental Public Law 480 agreements dealing with official U. S. Governmental travel. Government procedures require that a Government Transportation Request (GTR) be issued which authorizes the airline you employ to bill the U. S. Government for the cost of your travel.

When you have decided upon a proposed itinerary, you should fill out the Smithsonian Authorization of Official Travel (SI-15), of which copies are attached for your use, in accord-

ance with the sample form which is also enclosed. If you require more forms, we can send them to you. Dates and estimated lengths of stay in each place you plan to visit should be indicated on the SI-15. Stopovers en route may be authorized if there is no additional cost on your ticket. Your itinerary must also include routing through Washington for briefing by the Foreign Currency Program staff en route to the "excess" currency country.

No per diem in dollars can be paid for this stopover by the Smithsonian. If you require further information before settling upon an itinerary, please call the Smithsonian Travel Services Office, Area Code 202 ~~748-1810~~, extension 628-4422. Identify yourself as a grantee with the Foreign Currency Program, and this office will provide advice regarding itineraries, routes, and so on. Do not use travel agencies when seeking information about possible itineraries since your ticket will eventually be purchased directly from an American flag carrier, with no provision for paying a travel agency.

We are required by U. S. Government regulations to employ American flag carriers whenever possible. Exceptions to this rule are outlined in the enclosed excerpt from U. S. Government Standardized Travel Regulations.

Block 8 of the SI-15 should reflect the estimate costs of Transportation, Per Diem and Miscellaneous Expenses. If you do not know the maximum rate of Per Diem allowance prevailing in the "excess" currency country(s) you plan to visit, please fill in the number of days of per diem you will need, in each city or area of the country, omitting the rate of per diem. We will complete this information for you. If you are stopping in more than one "excess" currency country, please estimate the approximate number of days of per diem you will need in each area or city of each "excess" country. Miscellaneous Expenses should include only estimates of travel-related expenses such as internal travel costs, rail fares, car rentals, taxicab fares, airports taxis, air freight, and the like. If you anticipate that you will be carrying more than 44 pounds of baggage, you should include the cost of this excess in your estimate on the SI-15. When completed, the SI-15 should be mailed to me for processing and approval. When approved, we will authorize the airline to issue a prepaid ticket advice to you. You will be contacted by the airline at the address you indicate on the SI-15, unless you advise otherwise. At this point you may make your exact reservations with the airline, and arrange for picking up your ticket.

The Smithsonian will inform the American Embassy or Consulate of the date of your arrival (actual or approximate) and authorize them to disburse the stipulated amounts to you upon your arrival. We advise you to have enough cash on hand when you arrive in the country you plan to visit to cover the cost of taxicab fares into town and other contingencies. You should go to the local U. S. Embassy or Consulate at the earliest opportunity during working hours (which means your itinerary should provide for your arrival at some point during the normal work week). At the Embassy, you should ask for the Budget and Fiscal Officer who will be aware of your arrival and will see that you receive your money. Take your passport with you for purposes of identification. You will be required to sign a receipt (Form SF-455) for the funds received.

Before you depart on this trip, we will also send you the signed original and several copies of this Authorization of Official Travel (SI-15) which will serve as an additional means of identification. You should carry this with you too. In fact, if our notice to the Embassy is not delivered before your arrival your Authorization of Official Travel is adequate authority for the Budget and Fiscal Officer to disburse funds to you. You may even be asked to leave a copy of it with him.

Any foreign currencies you receive from us through the American Embassy or Consulate that are unexpended at the end of your stay must be returned to the Budget and Fiscal Officer of the Embassy before you leave, and a receipt obtained. All of the excess currency countries have rigid laws concerning the exportation of their currencies and, in most cases, allow travelers to leave the country with only a minimal amount, if any, of the local currency.

Finally we are enclosing a Standard Form 1012 -- Travel Voucher -- on which you are to report the uses of the funds you receive from us. Unusual expenses, such as the purchase of supplies and equipment have to be detailed and supporting receipts submitted. "Entertainment" of foreign guests is never an allowable expense. In most instances a statement on the voucher to the effect that per diem has been reimbursed by the U. S. Embassy in the "excess" currency country you have been visiting will suffice. Expenses other than per diem such as internal travel and miscellaneous travel-related expenses, must be reported in detail and supported by receipts and other evidences of expenditures, such as ticket stubs. When you return from your foreign travel you must

send the complete Travel Voucher along with receipts and vouchers to us; and return any unused air tickets to us as well.

In all cases, you must sign the travel voucher on the line marked "signature of payee." In your case, the block marked "Amount claimed" next to your signature will always be zero, since your travel authorization form includes only the "excess" currency payments you will receive from the embassy abroad, but no further government per diem payments in dollars which you might otherwise have been claiming on this form. You will, of course, have refunded to the embassy any of the foreign currency funds leftover at the end of your stay, prior to submitting this voucher to us.

In some countries, prior to your departure, the U. S. Embassy may require that you submit your travel voucher to them along with all unexpended funds you return to them. In that case, the U. S. Embassy will forward your voucher to us and it will not be necessary to complete another voucher upon your return.

If you have any questions regarding your proposed travel, please do not hesitate to get in touch with me or with Miss Judy
Rejew We can be reached on Area Code 202 - NAB - ~~2888~~
extension 5094. ~~2882~~ 288-4422

Sincerely yours,

ext. 5388

Betty J. Kingfield
Grants Technical Assistant
Foreign Currency Program
Office of International Activities

Enclosures: Excerpt from Standardized Government Travel
Regulations
Authorization of Official Travel with sample (SI-15)
Travel Voucher with sample (SF-1012)

cc: Travel Services Office

Excerpt from Standardized Government Travel Regulations - Section 3.10

3.10. *Use of American airplanes.*

a. The term "American airplane," as used in this subsection, means an airplane registered under the laws of the United States but excluding those operating under certificates or permits held by foreign airlines.

b. As a general rule, employees will use American airplanes where travel is performed by commercial air transportation between the United States and a foreign country or between foreign countries. The class of accommodations will be determined as provided in section 3.6c. However, the use of a foreign airplane may be authorized or approved in any of the following situations:

(1) Where a flight by an American airplane is not scheduled to arrive in time for the conduct of official business.

(2) Where a flight by an American airplane is scheduled but does not have accommodations available when reservations are sought.

(3) Where the departure time, routing, or other features of an American airplane flight would interfere with or prevent the satisfactory performance of official business.

(4) Where a scheduled flight by an American airplane is delayed because of weather, mechanical or other conditions to such an extent that use of a foreign airplane is in the Government's interest.

(5) Where the class of accommodations determined under section 3.6c is available on both an American and a foreign airplane, but the use of the American airplane will result in higher total cost to the Government due to additional per diem or other expenses.

(6) Where the class of accommodations determined under section 3.6c is available only on a foreign airplane and the cost of transportation and related per diem is less than the cost of available accommodations of another class on an American airplane and related per diem.

(7) Where payment for transportation can be made in excess foreign currencies provided no American air carrier adequately serving the points of travel will accept the currency. This preferential use of a foreign air carrier will also apply to near-excess foreign currencies to the extent that amendments to the State Department's Foreign Currency Bulletin No. 1 or subsequent foreign currency bulletins may provide for the payment of transportation in the near-excess currencies. (See sec. 1.3.)

c. Where the use of foreign airplane is authorized or approved under *b*, above, the reason therefor is to be entered on, or attached to, the travel order or other authorizing document, or travel voucher.

SAMPLE

SI-15

SMITHSONIAN INSTITUTION

Rev. 11-1-66

Authorization of Official Travel
(See Instructions on Reverse)

FISCAL DIVISION USE	
Authorization No.	(Leave Blank)
Authorization Date	(Leave Blank)
Appropriation or Fund	(Leave Blank)

1. NAME, TITLE, AND UNIT OF PERSON REQUESTING TRAVEL
(Name and address c/o the institution)

Business Phone

Home Phone

2. OFFICIAL STATION IDENTIFY (Place of departure) DEPARTING (date) <u>Dec. 28</u> RETURNING (date) <u>Jan. 15/16</u>	3. STATUS OF TRAVELER <input type="checkbox"/> SI EMPLOYEE <input type="checkbox"/> IDENTIFY (Leave Blank)	4. ACTIVITY CHARGEABLE (Leave Blank)
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5. TRAVEL REQUESTED (ITINERARY, DATES, PURPOSE, AND SPECIAL AUTHORIZATION(S) REQUIRED)

~~Dec. 28: Denver - Chicago - Washington~~ TWA: 8⁰⁰ - 11⁰⁰; 12⁰⁰ - 14²⁵.
Dec. 28: Washington - New York.

(Itinerary and dates if known including stopovers.)
Dec. 28: New York - Reykjavik PanAm: 22⁴⁵ - 9¹⁵

(Purpose of trip - A brief statement of the purpose of your visit to the foreign currency country(s); explanations of stops en route are not necessary.)

Jan. 4: Reykjavik - Copenhagen: FI: 8⁴⁵ - 13⁵⁰ or 12⁰⁰ - 20⁴⁵
Jan. 8 (or 8): Copenhagen - Belgrad: JAL: 14⁴⁰ - 19²⁵
Jan. 6 (or 7): Belgrad - Ljubljana: JAL: 19¹⁵ - 20¹⁰
Jan. 15: Ljubljana - Belgrad: JAL: 6³⁰ - 7²⁵
Jan. 16: Belgrad - New York: TWA: 9⁴⁵ - 15³⁰
Jan. 16: New York - Denver: TWA

For final arrangements, see a copy of the project letter for Dr. Schubert, Oct. 26, 1970.

6. METHODS OF TRAVEL <input type="checkbox"/> Common Carrier (Identify) _____ (commercial air) <input type="checkbox"/> Government-owned Vehicle _____ <input type="checkbox"/> Private Vehicle _____ <input type="checkbox"/> Other (Identify) _____	7. NUMBER OF TRANSPORTATION REQUEST FORMS (SF-1169) REQUIRED
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8. ESTIMATED COSTS (ROUND TO NEAREST DOLLAR)

Transportation..... \$ _____ (cost of air ticket)
Per Diem 12 days at \$ _____ per day..... \$ _____ (where appropriate)
Miscellaneous Expenses..... (i.e., excess baggage)..... \$ _____

(PAYABLE ONLY IN LOCAL CURRENCY)
(Fill in currency of country where research is being performed)
TOTAL..... \$ _____

9. SIGNATURE OF REQUESTER Date _____ (Signature and date)	10. SIGNATURE AND TITLE OF AUTHORIZING OFFICER Date _____ (Leave Blank)
--	--

Copy 1. Traveler (Final travel authority after prevalidation by Fiscal Division)

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SAMPLE
TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT Smithsonian Institution		VOUCHER NO.
PAYEE'S NAME Edward L. Hyde		SCHEDULE NO.
MAILING ADDRESS Smithsonian Institution Washington, D. C.		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Alexandria, Virginia	CHECK NO.
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) Nov. 21, 1968 TO (DATE) Dec. 12, 1968		CASH PAYMENT RECEIVED: (Date)
APPLICABLE TRAVEL AUTHORIZATION(S) NO. DATE		(Signature of Payee)
Outstanding \$ None		
Amount to be applied		
Balance to remain outstanding \$		

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE AND ACCOM- MODATIONS*	DATE ISSUED	POINTS OF TRAVEL	
					FROM—	TO—
A7, 078, 930	689.80	TWA	Y	11/19/68	Washington, D. C.	Luxor, Egypt and return

** Certified correct. Payment or credit has not been received.

MUST BE SIGNED BY TRAVELER HERE (Signature of Payee)		AMOUNT CLAIMED	Dollars	Cts
January 1, 1969 (Date)		→	00	00
APPROVED (Supervisory and other approvals when required)	DIFFERENCES:			
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY VOUCHER NO. B.D. SYMBOL DATE (MONTH-YEAR)	Total verified correct for charge to appropriation(s)			
Certified correct and proper for payment:	Applied to travel advance (appropriation symbol)			
(Date)	(Authorized Certifying Officer)	NET TO TRAVELER →	00	00

ACCOUNTING CLASSIFICATION

33X0102

* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berths; S, seat.
** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; id., 1001).

**Disregard this language since in this case you have received payment in full from the U. S. Embassy in the "excess" currency country where you have been traveling.

UNIVERSITY OF COLORADO

BOULDER, COLORADO 80302

DEPARTMENT OF BIOLOGY
DIVISION OF POPULATION STUDIES

Boulder, April 14, 1971.

Mr. Kennedy B. Schmertz, Director,
Foreign Currency Program,
Office of International Activities,
Smithsonian Institution,
Washington, D. C. 20560.

Dear Mr. Schmertz:

I am afraid that I must have misunderstood you when talking on the telephone on March 29. I got the impression that you wanted me to answer your letter of March 24 in writing first after I had received from you some questions that I must answer before your office could complete the final contract for our Yugoslavian work, and that these questions would be sent with information about an earlier date for our starting date. Since no such questions have yet arrived, I must apologize for my delay in thanking you in letter for your letter of March 24 and for the budget you had revised. I would also like to repeat what I said on the phone, that we will do our best to live within this stringent budget, without reducing the activities we had planned with our Yugoslav colleagues, in the hope that we will be able to demonstrate some printed results already next fall or winter. I hope what I heard on the radio recently about increases in the airfare from April 1 does not influence our budget, but if it does, I know you will do what you can to make the necessary adjustments without affecting other parts of the budget.

I also understood from your talk on the telephone that Mr. Whitehead was expected to let me know very soon about the possible changes in the commencing date, after he had investigated the situation closer as to funds that may not have been spent. This is an action that my Yugoslavian colleagues highly recommend and we agree is very important, because most of the alpine plants flower early and the spring is considerably earlier in southern Europe than in our regions in America. However, if this cannot be done, the same result could be reached if you could find a way to help us get an authorization for payment of our airfare early in June, or at least get the PanAmerican to allow us to use our tickets early that month, though they might not be able to cash them through Belgrade until July 1. I mentioned this also to you on the phone on March 29 and had done so earlier when I talked to Mr. Conroy on the phone on March 18. Although we, then, would be able to manage until July 1, the date you have already given us, for receiving the funds available for our work in Yugoslavia.

In connection with this, our assistants have asked me to request that one full and one half return ticket additional to those for the personnel be paid for their family which must be with them, to be repaid in dinars

from their salaries, or, more appropriately, withheld from the sum in Yugoslavia from their salaries which then will be adjusted by me. If this cannot be done, they may have difficulties in paying in dinars for these family members, without whom they will not take part in our work. I find it highly recommendable to help them in this, especially since the wife in question tells us that she will be glad to assist us as a secretary and recorder for no pay at all.

I have the feeling that you were trying to get me to understand on the phone, that you need my decision as to how the funds should be distributed and paid, before you can finalize all the necessary papers. If this is what I should have done, I would like to propose the following: (1) That \$28,100 equivalent in dinars be paid as a lump sum to the Yugoslavian part of the team in Ljubljana as soon as appropriate; (2) that our airfare, plus the one-and-one-half fare mentioned above be authorized for payment to the PanAmerican as soon as required, and that I be authorized to negotiate either directly with the PanAmerican or, less preferably, through your travel bureau, for the reservations, for which I will need the proper papers; and (3) that the sum remaining of the budget be made available to me through the American Consulate in Zagreb as soon as we arrive and not later than July 1.

I would like to add here that I also understood from our conversation that we may charge your office, through the Consulate or Embassy, for insurance and other similar costs, when this becomes known to us, in addition to the budget as revised by you.

I am sorry to be bothering you so much, especially since I am aware that you and your few helpers are kept extremely busy with many things that may be more important than our plans. But since I know your great interest in that our work in Yugoslavia will get a proper start that will guarantee good results, I hope you will forgive me when I add that we are becoming anxious to get the final arrangements made lest we may run into various troubles at the very last minute that might jeopardize our plans and yours.

If you feel that other decisions must be made that need my consent, I hope you do not hesitate to phone me. Since I am working at home with my writing more than at my laboratory this spring, I can most easily be reached at my home phone (303) - 443-9960.

With the very best regards,

Yours sincerely,

Åskell Löve



SMITHSONIAN INSTITUTION
Washington, D.C. 20560
U.S.A.

May 20, 1969

Dr. Askeff Love
Professor and Chairman
Department of Biology
University of Colorado
Boulder, Colorado 80302

Dear Dr. Love:

Following Mr. Whitehead's letter to you of May 19, there are several instructions concerning your travel which I would like to pass on to you. Since travel with U. S. Government owned "excess" foreign currencies is handled rather differently from other travel, there are several requirements you must meet to obtain your tickets. You must also file a report when the travel is completed.

U. S. Government travel orders are prepared for all travelers utilizing "excess" foreign currency funds under the Smithsonian Foreign Currency Program. This is done to take advantage of provisions of inter-governmental Public Law 480 agreements dealing with official U. S. Government travel. Government procedures require that you be issued a Government Travel Request (GTR) which authorizes the airline you employ to bill the U. S. Government for the cost of your travel.

Enclosed are Smithsonian Authorization of Official Travel (SI-15) together with sample instructions, to be filled out and returned to this office. We are required by U. S. Government regulations to employ American flag carriers whenever possible, i. e. Pan Am or TWA. Block 8 of the SI-15 should reflect the estimated cost of Transportation, Per diem and Miscellaneous Expenses. Miscellaneous Expenses should include only estimates of travel related expenses such as internal travel costs, rail fares, car rentals, taxicab fares, airport taxis, etc. If you anticipate that you will be carrying more than 44 pounds of baggage, you should include the cost of this excess under Miscellaneous expenses.

We will inform the American Embassy, Belgrade of your arrival and authorize them to disburse the stipulated amounts to you upon your arrival there.

Before you depart on this trip, we will also send you the signed original and several copies of this Authorization of Official Travel which will serve as an additional means of identification. You should carry this with you too. In fact, if our notice to the Embassy is not delivered before your arrival your SI-15 is adequate authority for the Budget and Fiscal Officer to disburse funds to you. You may even be asked to leave a copy of it with him.

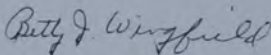
Any foreign currencies you receive from us through the American Embassy that are unexpended at the end of your stay must be returned to the Budget and Fiscal Officer at the Embassy before you leave.

Finally, we are enclosing a Standard Form 1012 - Travel Voucher on which you are to report the uses of the funds you receive from us. The funds you receive must be accounted for on the Travel Voucher. It should indicate the total amount received by you for per diem expenses and the number of days it is to cover. The date, exact time of arrival and departure at each point visited, together with the taxicab fares or other internal travel costs, must be reported in detail and supported by receipts and other evidences of expenditure on your voucher. When you return, you must submit the completed Travel Voucher together with receipts, ticket stubs and any unused tickets to the Office of International Activities.

If you have any questions regarding your proposed travel, please do not hesitate to get in touch with Mr. Whitehead or myself. We can be reached on Area Code 202, NA 8-1810, extension 5091.

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Sincerely yours,



(Mrs.) Betty J. Wingfield
Grants Technical Assistant
Foreign Currency Program
Office of International Activities

Enclosures