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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.

SMITHSONIAN INSTITUTION
FOREIGN CURRENCY PROGRAM

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SUGGESTED GUIDELINES TO ACCOUNTING
FOR
SMITHSONIAN FOREIGN CURPERCY GRANTS

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#### INTRODUCTION

awards grants in foreign currencies to United States institutions (grantee institutions) for the performance of basic research of interest to the Smithsonian in the so-called Public Law 480 "excess" currency countries. These are countries in which the United States owns foreign currencies derived from sales of surplus agricultural commodities which are in "excess" of the normal requirements of the United States as determined by the U.S. Treasury Department. Research supported with such foreign currency grants is generally conducted in the foreign Digitized becountries under the direction of an agent of the grantee instituentation tion -- generally referred to as the Principal Investigator -- who is named in the grant. For administrative purposes a "Designated Representative" of the grantee institution is also named in the grant; he is the person authorized to draw grant funds from American embassies in the "excess" currency countries; he may or may not be the same person as the Principal Investigator.

1. The Smithsonian Foreign Currency Program (SFCP)

2. These grants involve the use of public funds and thereby impose a responsibility on the recipients for accountability. The grant funds are drawn from the U.S. embassy in the host country

which is the custodian of the funds on behalf of the U.S. Treasury, but which is not otherwise staffed to assist grantees in the <u>administration</u> of their grants; administration of the grant and accountability for the funds is therefore the responsibility of the grantee institution, which must take special measures to insure that its responsibility is carried out, under the special conditions of working in the "excess" currency countries.

3. The actual legal requirements for the use of and accounting
for SFCP grant funds are specified in the grantee institution's grant
contract and in a document appended to it -- "Administration of

Smithsonian Institution Foreign Currency Grants ("Boilerplate")." The present
document -- "Suggested Guidelines to Accounting for Smithsonian

Digital Currency Grants" Chas been prepared to aid grantee institutions

in establishing the "normally accepted accounting standards" which the former document requires of SFCP grantees performing field work in one of the "excess" currency countries. Often the grantee institution and/or the Principal Investigator will use a different accounting system than the one outlined here or will want more precise control and more detailed record keeping and support than is suggested here -- this to be encouraged. In certain cases, the grantee institution may wish to have assistance in administering grant funds from local accounting firms, in the "excess" currency countries; the costs of employing such firms are allowable under SFCP grants. Since the grantee institution is

obliged to certify as to the proper use of grant funds in its final financial report (see Section 7, "Administration of Smithsonian Institution Foreign Currency Grants"), it may wish to execute such a certification on the basis of an independent audit of grant records performed by a local auditor. A list of some of the auditing firms acceptable to the Smithsonian is included in each of the "excess" currency countries individual "Country Information Sheet" available from the SFCP. These lists are not all-inclusive. Generally local representatives of American accounting firms or of chartered accountants are considered acceptable.

4. In addition, the environment in which each project is performed

will require some tailoring of the "accounting" to the situation. In

Digitized rugoslavia and Poland, for example, Pocal laws limit the ways in entation

which foreigners may employ their funds in these two countries. In

fact, there are no local commercial auditing firms. A special Smithsonian agreement with the Yugoslav Federal Administration of

International Technical Cooperation governs the administration of funds

in Yugoslavia, and requires that the bulk of the grant funds be directly

administered by a Yugoslav institution of higher learning collaborating

with the American grantee institution on a joint research project. A

U.S. Government agreement with Tunisian requires that projects

funded by the SFCP be joint Tunisian -- American projects with the

details of collaboration to be spelled out in individual project agreements.

Government of India procedures similarly require that projects be joint projects with some of the grant funds being directly administered by the collaborating Indian institution, although the American grantee institution remains ultimately responsible for the use of and accounting for such grant funds. Such joint projects may be carried out, in fact, in any of the "excess" currency countries. See the "Country Information Sheets" for further details regarding the individual countries.

5. In all cases, however, record keeping and documentation

- are called for in accordance with normal accounting standards; where grant funds are administered wholly or in part by a collaborating foreign institution, the grantee institution must insure through consultabilitized ions and, if necessary, through firm project agreements, that the record keeping, documentation, and reporting to the grantee institution are on a level to enable the grantee institution to certify in turn to the Smithsonian that the project funds were properly used and accounted for in achieving the research objectives approved by the Smithsonian.

  The language of the certification which the grantee institution will be required to make is set forth in Section 7 of "Administration of Smithsonian Institution Foreign Currency Grants."
  - 6. The Smithsonian Institution's continued interest in a grantee institution's research takes into account not only its scientific accomplishments but also the grantee institution and Principal Investigator's

responsiveness to their public trust in the use of and accounting for grant funds. Section 6 of "Administration of Smithsonian Institution

Foreign Currency Grants" strictly requires the submission of "scientific and financial reports" if the SFCP is to continue to support the grantee institution's research. These "Suggested Guidelines" are intended to assist grantee institutions in keeping records that will enable them to prepare the latter reports adequately.

7. The SFCP grant contract and its attachment "Administration

#### SECTION I - RESPONSIBILITIES

#### Grantee Institution Responsibilities

of Smithsonian Foreign Currency Grants" gives the grantee institution primary responsibility for accountability to the Smithsonian for the by Hunt Institute for Botanical Documentation grant of public funds. Basically, this responsibility requires that the grantee institution oversee the financial and administrative aspects of the research grant. Since Smithsonian Foreign Currency grant funds are in "excess" currencies and can be spent only in foreign countries, and never actually pass through the administrative apparatus of the grantee institution, the latter must take special measures to insure that the Principal Investigator and/or the Designated Representative are provided with adequate instructions on the handling of funds, the keeping of records, and the submission of reports to enable the grantee institution to fulfill its accounting and reporting responsibilities to the Smithsonian. This entails being assured that the level of funds

control, accounting procedures, and reports from and in the field are adequate. Specifically, it entails, but is not limited to:

- a. advance planning with the Principal Investigator;
- b. establishing and obtaining the Smithsonian's agreement for accounting periods for reporting by the Principal Investigator to the grantee institution, and by the grantee institution to the Smithsonian (the latter will be specified in the grant contract);
- c. reviewing incoming reports and documents from the field to see that they are in conformity with the SFCP contractual requirements and the plan of work and budget

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- d. ascertaining reasons for significant variations from the project budget (Section 5, "Administration of Smithsonian Institution Foreign Currency Grants ("Boilerplate")";
- e. recommending the disposition of public property at the completion of the project (Section 8 of the "Boilerplate" requires such recommendations 30 days prior to the expiration of the final grant for the research);
- f. undertaking various corrective actions (some in conjunction with the Smithsonian) in accordance with contractual requirements and as conditions warrant;
- g. periodic reporting to the Smithsonian and final certification

- as to the use of grant funds (Section 8, "Boilerplate");
- h. final settlement (Section 7, "Boilerplate"); and,
- i. obtaining and retaining appropriate records and documents to be retained subject to audit by the representatives of the Smithsonian and the U.S. General Accounting Office (GAO) (Section 15, "Boilerplate").
- 8. In addition, the grantee institution's legal responsibility requires it to make judgements as to the reasonableness and propriety of expenditures made under the grant -- this is also the responsibility of the Principal Investigator and/or the Designated Representative as the agent(s) of the grantee institution.
- Digitized by 9.1. As noted above. Foreign Currency costs of accounting services 101

  and other clerical or administrative assistance are allowable under

  Smithsonian Foreign Currency grants; where feasible, grantee

  institutions may also wish to engage local representative of American
  to perform administrative
  accounting firms or chartered accountants and accounting functions
  for the project -- to maintain the project cash book, to write checks
  (on the basis of approval of vouchers by the Principal Investigator),
  to prepare the periodic reports for his signature, to reconcile the
  bank statements, and in general to function as an accounting service
  for a project.
  - 10. Where the grantee institution activities abroad extend over a sufficient period of time and/or are a part of a larger program

and thereby necessitate a foreign headquarters to act as an extension of the grantee institution, such foreign headquarters can carry out some of the administrative functions of the grantee institution under the grant. Where this procedure is followed, the grantee institution can arrange for the interim and/or final financial reports of the grant to be audited and certified by local representatives of American accounting firms or chartered accountants.

Il. A list of acceptable accounting firms in the "excess" currency countries is included in "Country Information Sheets" which may be obtained from the Smithsonian. Use of a local accounting firm to carry out specific functions does not, of course, remove accountability from the grantee institution or transfer any of its contractual responsi-

Digitized by Hunt Institute for Botanical Documentation bilities under the grant.

12. In the absence of a foreign headquarters, the grant documentation will be wisely retained in the possession of the U.S. offices of the grantee institution, except where specific project agreements provide that some of the grant documentation remain in the possession of a collaborating foreign institution. In the latter case, the project agreement, which in most cases can conveniently run concurrently with the grantee institution's grant contract with the Smithsonian can also provide for accounting and record-keeping by the foreign collaborating institutions in accordance with the requirements set forth in the "Bolerplate" and the procedures outlined in these "Suggested Guidelines." It is

suggested that collaborating foreign institutions administering any SFCP grant funds be asked to maintain records of them separately from their regular institutional records.

### Principal Investigator Responsibilities

- 13. The logic of "Administration of Smithsonian Institution

  Foreign Currency Grants" which makes the grantee institution

  accountable to the Smithsonian thereby makes the Principal Investigator in turn accountable to the grantee institution as its agent. Basically, this involves, but is not limited to:
  - a. safeguarding public funds and property;
  - b. being assured as to the reasonableness and appropriateness

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- c. maintaining appropriate records;
- d. submitting appropriate reports to the grantee institution; (these reports should be signed by the Principal Investigator);
- e. ascertaining and explaining significant variations from
- the budget to the grantee institution;
- f. taking measures to insure that any of the above, where appropriate, are carried out by any collaborating foreign institution in accordance with a specific institutional project agreement;
- g. preparing lists of project equipment and its condition to enable the grantee institution to recommend the disposition of public property at least 30 days prior to the expiration of

the final contract for work on the project; and,

h. returning any unexpended funds to the U.S. embassy at
the completion of the project.

## SECTION II - FIELD RECORDS AND REPORTS

#### Bank Account

- 14. As disbursements are received from the U.S. Embassy against the grant funds, these should normally be placed in a bank account in the name of the grantee institution or of the Principal Investigator and/or the Designated Representative "SFC Grant No. \_\_\_\_."

  It is anticipated that cash on hand would be maintained at a minimum level consistent with local circumstances.
- 15. The authority to sign checks drawn on this account should

  Digitize be limited to the Principal Investigator and or Designated Representative,

  his alternate and a minimum number of other persons compatible with

  efficient operations.
  - 16. This bank account shall be used only for funds under the one SFCP grant. The bank statements and cancelled checks (where these are not retained by the bank) become part of the financial records of the grant and, following reconciliation with the Daybook, should be periodically forwarded to the grantee institution with other documentation, as set forth below.
  - 17. In many foreign countries a custom exists of "crossing" checks; this consists of drawing two diagonal lines across the face of

the check, which then can only be deposited in a bank account of the payee named on the face of the check. Where this custom exists, such as in countries following the French Commercial Code, it is highly advisable to adopt it for payments to regular commercial suppliers of goods and services as an additional safeguard for grant funds.

- 18. As many of the payments as possible should be paid out of the bank account by check or by bank transfer (in the latter case a copy of the letter of instructions to the bank should be retained and included in the financial documentation of the grant).
- 19. In some countries the Post Office Department maintains a banking service ("Giro"). Where this service exists consideration

  Digitize should be given to utilizing these facilities as a post office may mentation be more easily reached from a field site than a commercial bank.

  Daybook
  - 20. Receipts and payments of the grant funds should be currently recorded in a grant Daybook in local currency. A sample of how this record might look (filled out with representative entries) is attached. This Daybook should be kept in original and one carbon copy (unless there exist facilities to make copies for periodic reporting purposes).
  - 21. It is of the greatest importance that in all cases the budget item to which the expenditure applies be indicated when entries are made in the Daybook. The grant contract contains the budget, the

items of which should be numbered in the same way as the form of financial schedule the grantee institution will use to report to the Smithsonian.

#### Vouchers

- 22. For each payment (whether by check or currency) a twopart expense voucher should be prepared, except that a number of petty payments may be grouped on one voucher. An English description of the transaction should be given.
- 23. An illustration of how such a voucher might look and the information needs to be considered, regardless of the form used, is attached hereto in Section V.
- Digitized by Hunt Institute for Botanical Documentation (U.S.) should be supported by one of the following to constitute an
  - adequate record of the transaction:
    - a. a commercial invoice or receipt;
    - b. a cash register tape which would include the seller's name;
    - c. a government receipt for taxes and other such items;
    - d. a travel ticket stub or copy of the ticket;
    - e. a travel report with appropriate attachments;
    - f. a payroll register (see following sections); and,
    - g. the payee's signature, seal or thumbprint.
  - 25. In cases where it is impossible or unreasonable to obtain any of the above to support the disbursement, the Principal Investigator

or his alternate should sign an individual voucher attesting to the transaction. It would be reasonable to assume that the number of such vouchers would be few, however, and that the aggregate monetary value thereof would be small. In such cases, the Principal Investigator's signature should be annotated with "no receipt procurable," or similar wording.

### Payrolls(See sample form attached)

- as to each employee or laborer, the following data (to the extent applicable): (a) name of employee or laborer; (b) position; (c) period covered; (d) amount of salary or wages; (e) amount of subsistence, maintenance or cost-of-living allowance; (f) amount

  Digitize of tax or other deductions little any; (g) net amount paid; (h) model entation of payment -- check (give check number), or cash; (i) employee or laborer's receipt, if paid in cash, by signature, seal impression, or thumbprint.
  - 27. An expense voucher should be used to summarize each payroll and serves as the basis for its entry in the daybook.
  - 28. If the foreign government prescribes the maintenance of a pay book or the like (which, by definition, will be in the local language and will have to be retained locally), this will have to be maintained in addition to the grant record.

#### Local Travel Reports (See sample form attached)

- 29. Local travel expenses should be reported on a travel report similar to the attached sample. It should be supported by transportation receipts, hotel bills, and other receipts. No receipts are necessary for flat per diem allowances. Local travel reports must be signed by the Principal Investigator or his alternate.
- 30. An expense voucher should be prepared for local travel and can serve as the basis for the entry in the daybook.

31. International travel is handled by the issuance of U.S.

#### International Travel

Government Travel Requests (GTR's) in order to take advantage of provisions of Intergovernmental Public Law 480 agreements dealing Digitize with official U.S. Government travel. Under these provisions, the entation carrier used (TWA or Pan American, unless otherwise approved) bills the U.S. Embassy in the "excess" currency country directly for the cost of the travel. To provide for this, a Smithsonian Institution Government Travel Authorization Request form (SI-15) -- available from the Smithsonian -- is prepared by the grantee institution for each traveler in accordance with instructions provided and submitted to the Smithsonian for processing. Thus the Smithsonian, rather than the Principal Investigator or the grantee institution, directly authorizes the international travel of project personnel. Generally

international carriers will not accept foreign currencies in payment

for international travel unless requested by means of a Government Travel Request.

- 32. Funds budgeted for international travel and transportation in SFCP grants are thus normally retained by the U.S. Embassy; this is provided for in the grant contract. Since this part of the grant funds cannot be drawn by the Principal Investigator and/or the Designated Representative, any reports to the grantee institution should assume the amount of international travel to be equal to the amount provided in the budget and retained by the Embassy.
- 33. Arrangements for international travel should be made through the Foreign Currency Program, Office of International Activities,

  Smithsonian Institution. International travel under SFCP grants is

  Digitized hers than first class accommodations and on American carriers,

Purchase of Major Equipment (with a useful life of more than one year and a cost in excess of the equivalent of \$50.00 (U.S.))

except as specified in the "Boilerplate," Section 20.

34. For such items one normally may expect to receive a commercial invoice (which for this purpose is defined as an evidence of a sale of goods or services by a business enterprise on stationery imprinted with its name and address and containing a summary description of the goods sold and the price thereof). It is important to write on the voucher a description of the equipment, its serial number, condition, etc.

35. All such purchases should be listed on the equipment inventory (see below).

#### Equipment Inventory (See attached sample)

- 36. This listing should be maintained on a current basis. It should be kept by the Principal Investigator until near the end of the final grant period when it should be submitted to the grantee institution with the Principal Investigator's recommendations as to its disposition; it should include a notation as to the equipment's condition; the grantee institution is required to recommend disposition of such major equipment at least 30 days prior to the expiration of the final grant for work on an SFCP project 'Boilerplate,' Section 8).
- 37. Before the end of the first three months of the grant period

  Digitize the Principal Investigator should prepare an informal listing (from entation

  the above mentioned permanent listing) containing only the description,

  date of purchase, and the cost of the equipment. This should be

  mailed to the business office of the grantee institution. Thereafter,

  it will only be necessary to notify the grantee institution when a change

  to this initial listing occurs. These changes may be submitted in

  note form along with periodic reports.

#### Cash Report

38. See the attached sample which is self-explanatory.

#### Insurance

39. The Principal Investigator is required by the conditions of

his SFCP grant to purchase any insurance required by the laws of the country in which he is working. The Principal Investigator should submit within thirty days of actually beginning work under the grant a statement of insurance coverage to the grantee institution which is required to submit such a statement to the Smithsonian ("Boilerplate," Section 9). Some information regarding insurance can be obtained by consultation with the Smithsonian Foreign Currency Program, the U.S. embassy in the host country, or a collaborating foreign institution. Interest and Refunds

- 40. Any and all interest earned on funds advanced or paid on the grant becomes the property of the United States of America and must be paid to the Embassy for deposit into the Treasury of the Digitized States as miscellaneous receipts. Osach interest is not utable nearly used for additional services under the grant or any other agreement ("Boilerplate," Section 13).
  - 41. If any of the funds paid or advanced under the grant are unexpended (after deduction for outstanding obligations) upon the expiration, termination, or revocation of the grant, and any amendments thereto, such unexpended funds must also be forwarded to the Embassy ("Boilerplate," Section 13).

#### Inadmissible Expenses

42. Items of office equipment, furniture, air conditioners, and similar furnishings may not be charged to the grant unless specifically

included in the budget, and approved as part of the grant ("Boilerplate," Section 5).

43. Under no circumstances are expenditures for gifts, gratuities, fines, alcohol, or tobacco chargeable to a foreign currency grant ("Boilerplate," Section 5. The same is true of expenses for "representation" or "entertainment"; regardless of local custom these are never allowable.

Cash Advances to Project Personnel

44. From time to time it may be appropriate to advance small

amounts of cash to a project employee for a short period of time

for local purchases, travel expenses, etc. In such cases the employee

should sign (or thumbprint or seal) an expense voucher for the amount

which should be annotated "Advance for ......" Such vouchers

should be held as a part of the cash on hand and be surrendered to

Digitize the employee following settlement of the advance. Documentation

45. Advances of a longer duration or of larger amounts should be recorded in the Daybook. The "Budget line" column for such entries should be indicated as "Adv." (Advance). Subsequent settlement of the advance should reflect an amount equal to the advance as a receipt in the Daybook with the "Budget line" column again indicated

"Adv." The following is an example: Voucher Cash on hand Budget Date Paid to or received from line Recd Paid out 7-1 123 Advance to J. Jones Adv. \$500 (Later he returns \$100 and an expense report for \$400) 8-15 Settlement of Advance-789 Adv. \$500 J. Jones 789 2 b \$400

In summarizing the Daybook by Budget line the amount paid-out will thus be offset by the subsequent settlement. At the completion of a project, all advances should have been so offset.

#### Currency devaluations

- 46. Since Smithsonian Foreign Currency grants are authorized in terms of a foreign currency equivalent of a specific amount in U.S. dollars, a devaluation of the foriegn currency will result in a gain in the amount of local currency available under the grant. Such a gain, however, is often accompanied and nullified by increases in costs. The U.S. Government normally claims any devaluation gain -- it should result in either a reduction in funds drawn from the Embassy or should be included in the return of excess funds to the Embassy at the Digitized completion of the project ute for Botanical Documentation
  - 47. Project accounts should reflect any change in the exchange rate and the new rate should be used in reporting expenditures made after the official date of devaluation.

#### Reporting

48. The Smithsonian Foreign Currency grant contract will specify the dates when interim or final financial reports must be submitted by the grantee institution to the Smithsonian; the Principal Investigator and/or Designated Representative should accordingly conduct their work to insure the forwarding of grant records from the field in time for the grantee institution to be in a position to fulfill its

reporting responsibilities to the Smithsonian. Seasonal field activity may call for a single reckoning at the end of the season's work in the field. Final reports will always be required in SFCP grant contract.

If applicable, the Smithsonian will also require in grant contracts reports of accrued expenses as of June 30 of each calendar year in order to meet its own financial reporting requirements laid down by the Bureau of the Budget and the GAO.

49. At the end of an accounting period, the Principal Investigator

period's Daybook to the grantee institution together with the original of the cash report for the same period, the vouchers with their supporting invoices, payrolls, etc. Bank statements, bank reconciliabilitized tions, and cancelled thecks to the extent available at that time) could also be airmailed at that time. Such bank items that are not available in time to be included in the packet for the accounting period should be airmailed at the earliest opportunity.

would normally review, sign and airmail the original pages of that

50. In projects where grant funds are administered by a collaborating institution in the host country, the latter must forward, normally through the American Principal Investigator, acceptable records and reports to the grantee institution to enable it to fulfill its reporting requirements to the Smithsonian. The mechanism by which a grantee institution can insure that its collaborating institution in the host country keeps project records in accordance with generally

accepted accounting standards is through concluding individual project agreements with the collaborating foreign institution. Model Research Project Agreements suitable in most situations are available from the SFCP.

based unit of the grantee institution or foreign collaborating institution may send in their reports to the grantee institution certified by a local representative of an American accounting firm or chartered accountant approved by the Smithsonian; the grantee institution can in turn certify these reports to the Smithsonian on the basis of the audit by the local frim; but, in such cases, records of the collaborating foreign institution or foreign-based unit must still be retained and available for scrutiny

51. In some cases, Principal Investigators in the field, a foreign-

Foreign Currency Grants ("Boilerplate"). "

52. After the periodic mailing the Principal Investigator should have in his possession, duplicate copies of the Daybook, the cash report, and the vouchers. As the grantee institution or the Smithsonian may have some questions on expenditures while the Principal Investigator is still in the field, it is suggested that these duplicate records be retained by him until his return to the U.S.

SECTION III - GRANTEE INSTITUTION'S RECORDS AND REPORTS
Receipt of Field Reports

53. The grantee institution will want to instruct the Principal

Investigator to insure that, where applicable, it will receive from the field for each accounting period on which it is required by its grant to report to the Smithsonian the original Daybook pages for the period and the related cash report by airmail, together with the supporting data.

#### Reporting to Smithsonian Institution and Certification

with the Smithsonian as provided in its grant contract. These reports
will generally consist of a summarization of the Daybook pages by
budget line and a comparison with the grant budget and should indicate
to what extent the supporting documentation has been received and
reviewed by the grantee institution. The Smithsonian provides

Digitize financial reporting formstautomatically, but additional copies may be negation
requested at any time.

54. The grantee institution has to file interim financial reports

- 55. If for any reason the grantee institution is unable to submit a financial report to the Smithsonian as specified in the grant document, Section 7 of "Administration of Smithsonian Institution Foreign Currency Grants" requires it to notify the Smithsonian and request permission to submit at a later date.
- 56. The grantee institution should feel free to consult the SFCP staff on any question it may have on the use of and accounting for SFCP grant funds in "excess" currencies.

#### SECTION IV - ILLUSTRATIVE FORMS

- 57. Illustrations of the several forms discussed in the preceding sections follows:
  - a. Daybook Sample Page (including page with illustrative entries).
  - b. Expense Voucher
  - c. Payroll
  - d. Travel Expense Report
  - e. Cash Report
  - f. Equipment Inventory
  - g. Reports of expenditures by grantee institution to Smithsonian Institution: SI-Fis-240(a) and SI-Fis-240(b), dated 7/1/69.

# Digitized by Huns a part of project for Botaning the grantee institution should tation

review and approve, to the extent practicable, the forms to be used and insure that the Principal Investigator is supplied with such forms.

59. If institutional or other forms are used, rather than the forms illustrated here, they should include substantially the same information as those shown here, if the grantee institution is properly to discharge its accountability for an SFCP grant; the two Standard forms for reporting to the Smithsonian, of course, should be used, although they be locally reproduced provided all information is included.

Grantee Institution with U.S. address Principal Investigator with foreign address

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	DATE			-			-			271111				S	FC #						PAGE	#		

Creates institution with U.S. Address Principal Investigator with ForeignAddress

		NUMBE		CASH C	N HAND	CASH IN BANK			
DATE	PAID TO OR RECEIVED FROM	VOUCHER	BUDGET	RECEIVED	PAID OUT	DEPOSITED	WITHDRAWN	CHECK III	
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1 2-	Auto Rental Co.	751	3		3000				
2	Pating cash	752	16		175				
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3	national Phoin Co	754	7	1 1	!!!		842	3203	
rt.	Holel ABC	755	16	1 1	1		147-	3204	
15	Pension DEF	756	10		1000				
15	Solary Payrall S	757	1a				1300	3205-9	
	0 0	757	10-		11100				
	ways Payrall	758	10		1200				
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191	tized by Hunt I	175711	ite to	ir Bot	anaca	LDO	cume	ntati	
	General Storage Co	760	6		964				
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117	Jeen Dealen Co	761	4	1 1			18500	3210	
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		764	1-		1100				
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				10 865	10 374	111			
ll	Balance to be carried forward				461	67.000	19.72		
APPROVE	D			10 835	10 325	67 000	67 000		
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PAYEE_ PAID FOR_ ENGLISH SUMMARY_ IF NECESSARY	
BUDGET LINE	AMOUNT

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	GROSS	COMPENSATION	DEDUCTIONS	NET AMOUNT	CHECK NUMBER	
VAME AND POSITION	SALARY	CAST. OF LIVING ALLES TOTAL		PAID	SIGUATURE OF PAYEE	
			1 1			
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		<u> </u>		/		
TOTALS						

The undersigned hereby declares that the above persons have been employed and that payments is proper out of the referenced grant for the period indicated.

PRINCIPLY INVESTIGATOR

An expense vonchar is to be used to summarize each payroll and serves as the bosis for its entry in the daybook.

### TRAVEL EXPENSE REPORT

	EXPENSES INCORRE	D BY	FRC	Mdate	_TOdate
	PURPOSE OF TRIP_				
	TRANSPORTATION:				AMOUNTS
		FROM	ТО	ТО	
	BY AIR				
	BY TRAIN OR BU	JS			
	BY AUTOMOBILE		-		
	LODGING FOR	DAYS IN	AT	P.D.	
	MEALS FOR	DAYS AT	P.D.		
	FLAT TRAVEL ALLO	WANCE* FOR	DAYS AT		
gitiz	Zeothery(Itemize)_	Institute fo	or Botar	nical D	<u>ocument</u>
gitiz	COTHERY (ITEMIZE)		or Botar	nical D	<u>ocument</u>
gitiz	TOTAL EXPENS			nical D	ocument
gitiz	TOTAL EXPENS ADVANCE RECE	ES		nical D	ocument
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CASH IN E

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SUBTOTAL

#### CASH REPORT

F	LOCAL	U.S. DOLLAR TRANSLATION
ANK AND ON HAND PER PREVIOUS REPORT		
ADVANCE FROM U.S. EMBASSY		
_ ADVANCE FROM U.S. EMBASSY		
T (IF ANY) ON BANK ACCOUNT	-	

Digitizeper DAYBOOK III INSTITUTE FOR THE ACCOUNTING PERIOD CAL

BALANCES AT END OF PERIOD

REPRESENTED BY: CASH ON HAND PER DAYBOOK

CASH IN BANK PER DAYBOOK

BALANCE AT END OF PERIOD, AS ABOVE

OTHER RECEIPTS (DESCRIBE)

MEMORANDUM: LAST VOUCHER NUMBER USED IN PERIOD: #\_\_\_\_\_

COMMENTS:

(This report is to be prepared in two copies - original for grantee institution; copy to be retained by Principal Investigator. This report should be airmailed with Daybook pages in time to reach grantee institution in time to enable the latter to fulfill its reporting responsibilities to the Smithsonian.

Grant #\_\_\_\_

# Equipment Inventory

Onte Purchased	Description of Egnipment or Books	Serial	Cost (Local Currency	Voncher	Furchased	Location of	Person in	Recommended Disposition Expiration of Grant
	One Nikan F Photomic TN Cumpta	2/05	1,000.00	20	AST Camera	Israel Camprite	Mr. Smith	Expiration of Grant

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NOTE: Copies of the following two forms, SI-Fis-240(a), FOREIGN CURRENCY GRANT FINANCIAL REPORT, and SI-Fis-240(b), FOREIGN CURRENCY GRANT STATUS SUMMARY REPORT, are available from:

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

Locally reproduced forms, however, are acceptable for reporting purposes, provided <u>all</u> required information is included.

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# [SMITHSONIAN INSTITUTION FOREIGN CURRENCY GRANT FINANCIAL REPORT] (to be reported in U.S. dollar equivalent - submit in triplicate)

Title of	project:			***************************************			
1. Gran	ntee Institution		Pr	incipal Investigator			
and	U.S. Address_		and	d Foreign Address			
2. Cont	tract or Grant No.			5. Date of Award			
	ount of Grant \$			6. Interest or othe		(if any) \$	
	ments received from U.S. En			7. Period from inc			
(U.S	6. dollar equivalent) \$	(local c	urr.)	8. This report is:	[ ] Interim	[]Final*	
	Allotted Per Grant Contract		Cumulative	Expenditures 1		Cumulative Expenditures	
Line No	. Description	Budget Amount	Expenditures Per Prior Report	This Perio Local Currency	U.S. Dollars	to End of This Report Period	
I.	WITHHELD BY EMBASSY	\$	\$	\$		\$	
1.	International Travel				1		
2.	Transportation of Things, International						
3.	TOTAL WITHHELD						
II. EXI	PENDITURES IN HOST COUNT	TRY					
4.	Salaries and Wages						
5,	Living Allowances			1	1		
Digi	Frayet, Host Country Fransportation of Things, Host Country	it Inst	itute to	r Botanı	ical I	Documențati	01
8.	Equipment						
9.	Supplies			-			
10.	Rents, Communications and Utilities						
11.	Printing and Reproduction Other						
13.	TOTAL						
14.	GRAND TOTAL	5	15	S		\$	
	n reports should show the dat	or through wh				9	
	n received from the Principal				For the	Grantee Institution:	
include	Grant Status Summary Report	and Certifica	tion by the grant	ee	-	(ai aug tours)	
	on (see Section 7 of "Administ	ration of Smit	thsonian Instituti	on		(signature)	
Foreign	Currency Grants.")			(date)	(typed	name) (title)	
SI-FIS-		E SUBMITTE	D		1772	(LLULC)	
, - 1	- 09	( LIKEL) COP	123	(date)	(p:	rincipal investigator)	

cpenditures for Salaries and Wages. (Itemize)

Name	Position	Dates Employed	Salary & Wages	Maintenance	Total
			\$	\$	\$
	*				
					-
11	TT		D .	110	
Jigitized b	by Hunt II	astitute for	Botanic	al Doci	umentatio
				-	-
			The second secon		\$

## FINANCIAL REPORT

Schedule "C"

Expenditures for Travel, Host Country (Itemize all travel expenses over \$25 equivalent)

Date of Travel	Name of Traveler	Destination	Carrier	Transportation Charges	Other Travel Allowances	Total
1.				\$	\$	4
2.						1
3.						
4.						
5.						
6.						
7.						
3.						
9.						
10.						
			Total	\$	\$	\$

Digitized by Hunt Instichedule Documentation Expenditures for Transportation of Things, Host Country (Itemize all expenses over \$25 equivalent)

Date of Shipments	Goods Shipped	Destination	Carrier	Transportation Charges	Other Charges	Total
1.				\$	\$	\$
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
			Total	\$	\$	\$
			Total	<b>P</b>	<b>*</b>	15

Expenditures for Equipment (Itemize all purchases over \$50 equivalent)

	Amount		Amount
	\$	11.	\$
		12.	
		13.	
		14.	
		15.	
		16.	
		17.	
		18.	
		19.	
0.		20.	
		Total.	\$

## Digitized by Hunt Instanted For Botanical Documentation Expenditures for Supplies (Itemize all invoices over \$50 equivalent)

	Amount		Amount
1,	\$	16.	\$
2.		17.	
		18.	
		19.	
		20.	
		21.	
		22.	
		23.	
		24.	
o.		25.	
		26.	
2,		27.	
3.		28.	
	THE RESERVE OF THE PERSON OF T	29.	
<u>4.</u> 5.		30.	
			Total \$

## FINANCIAL REPORT

Schedule "G"

Expenditures for Rents, Communications, and Utilities; Printing and Reproduction; and other expenditures (specify).

Vendor	Description	Amount
1. 2. 3. 4. 5. 6. 7. 8. 9.		\$
2.		7
3.		
5		
6.		
7.		
8.		
9.		
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13. 1101117ed hx	Hunt Institute for Botanical Docum	entatio1
14.		-
15.		
16.		-
18.		
19.		•
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
	Total	
	Total	\$

Grantee Institution and U.S. Address:			Local Currency	U.S. DOLLAR. EQUIVALENT
	1.	Amount of Original Grant		
	2.	Amendments (net)		-
Principal Investigator and Foreign Address:	3.	Total		
	4.	Withheld by Embassy for International Travel and Transportation (per financial report)		
Grant No.:				1
Title of Grant:	5.	Available for Project (Expenditures in the host country)		
I hereby certify, on behalf of	6.	Drawn from U.S. Embassy		
of our knowledge and belief, the above properly summarizes the grant expenditures; the expenditures are supported by adequate documentation; procedures applied to the grant have our ap-	-tı	Expenditures Incurred (per Financial Incurred (per Fin	Docu	mentatio
proval; and the residual balance of grant funds has been returned to the U.S. Embassy. We hereby release the United States Government from all claims arising by virtue of the grant, except [Type in exceptions if any; otherwise	9.	Return to Embassy a. Unexpended (8 above) b. Refunds c. Rebates and Other		
X out "except"]	10.	Total (9a, b, and c)		
	11.	Interest		
	12.	Total returned to Embassy (Residual Balance)		
DATE TYPED NAME	-	SIGNATURE	TITLE	

SMITHSONIAN INSTITUTION. PODEICN CURDENCY CRANT STATUS CHANARY REPORT AS

Compreher General, U.S. PURCHASE ORDER, RECEIVING REPORT AND VOULCHER  (For use in foreign countries only)  Department or Establishment  U.S. Satthsorian Institution  Purchase Order No.  Prepared of U.S. Prepared of U.S. Prepared of U.S. Pall BY  Purchase The United States Government, Dr.  Seller (Poyee)  Address of seller  Contract No.  Order is hereby placed with the above-moned seller for the articles or services described below, to be furnished:  To Seller (Poyee)  ARTICLES OR SERVICES  OUANTITY UNIT PRICE  Cost Per  AMOUNT  Travel allowance in lieu of por disa that le on duty in Tagoslavia. Feriod  covered 1/6/71 - 16/71 11 days = 17 - 187.00  and for sicellaneous expenses 25.00  Total 222.00  In Seller (Signature)  Ordering Officer (Signature)  Approp.  Alier The United States of Seller  Ordering Officer (Signature)  Approp.  Alier The United States of Seller  Ordering Officer (Signature)  Approp.  Alier The United States of Seller  Ordering Officer (Signature)  Approp.  Alier The United States of Seller  Ordering Mane:  Obl. No.  Name:  Title:  Total 2,656  OS  Complete  Differences  Differences	Form approved by		Total Control							D.O. Vou. N	10.	
Department or Establishment U.S  Saithsocian Institution  Property of the prop	Comptroller General,	U.S. PURCHASI				EPOR	Т			Bu. Vou. No	>,	
Department of Evidentification  For prepared of American Section (1999)  Furchaser  THE UNITED STATES GOVERNMENT, DR.  Saller (1999)  Address of seller  Order is hereby placed with the above-named seller for the articles or services described below, to be formished:  10  ARTICLES OR SERVICES  OUANTITY  Travel allowance in lieu of por dies with less on duty in largoslavia. Fort od covered 1/6/71 – 16/71 11 days of 17 – 187.00  and for affections of the services of the articles of services described below, to be formished:  Travel allowance in lieu of por dies with less on the lieu of por dies with less on duty in largoslavia. Fort of covered 1/6/71 – 16/71 11 days of 17 – 187.00  Total \$22.00  As authorized by Tel. \$20000 dtd 12/19/70  Ordering Officer (Signature)  Approp.  Alloy:  I certify that the ordered items listed were received on particles on the covered of		(For u	se in foreig	gn count	tries o	nly)					Jac No.	_
Prichage  THE UNITED STATES GOVERNMENT, DR.  Saller (Payer)  Address of seller  Order is hereby placed with the above-named seller for the articles or services described below, to be furnished:  To Dried is hereby placed with the above-named seller for the articles or services described below, to be furnished:  To Dried is hereby placed with the above-named seller for the articles or services described below, to be furnished:  To Dried is hereby placed with the above-named seller for the articles or services described below, to be furnished:  To Dried is hereby placed with the above-named seller for the articles or services described below, to be furnished:  To Dried is hereby placed with the above-named seller for the articles or services described below, to be furnished:  To Dried is hereby placed with the above-named seller for the articles or services described below, to be furnished:  To Dried is hereby placed with the above-named seller for the articles or services described below, to be furnished:  Travel allowance in lieu of por dies with the ordered lead of the price of the articles or services described below, to be furnished:  Travel allowance in lieu of por dies with the articles or services described below, to be furnished:  Drotal 22,00  Drot	Department or Establi	u. S.	Smithso	mian .	Insti	tutio	n					
THE UNITED STATES GOVERNMENT, DR.  Seller (Poyee)  Address of seller  Government (dated)  Order is hereby placed with the above-manual seller for the articles or services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of services described below, to be furnished:  The provided of the articles of the arti	Prepared of American	bassy, Belg	rade, Yu	goal a	via		1/6	/71 <sup>(date)</sup>			PAID BY	
Seller (Payer)  Address of seller  Contract No.  Gree is hereby placed with the above-named seller for the articles or services described below, to be furnished:  To at the noticles of services described below, to be furnished:  Trevel allowance in lieu of por dies while on duty in Ingostavia, Feriod covered 1/6/71 - 16/71 - 11 days & 3.7 = 187.00  and for alscellaneous expenses \$25.00  Total \$212.00  As authorized by Tol. \$26660 dtd 12/19/70  Ordering Officer (Signature)  Alegan And.  Title:  Total  Cost Per  Amount Described below, to be furnished:  The cost of the articles or services described below, to be furnished:  Travel allowance in lieu of por dies while on duty in Ingostavia, Feriod covered 1/6/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71 - 16/71	Purchaser		mrs sour							- 0	rictia IISD	0
Address of seller  Contract No.  Contract No			TES GOVE	ERNMEN	NT, DE	(.	_	_	Н	Belorade	Yugoslavia	
Contract No. (dated)  Order is hereby placed with the observamed seller for the articles or services described below, to be furnished:  ITEM NOS.  ARTICLES OR SERVICES  OUANTITY  OUNT PRICE Cost  Per  AMOUNT  Travel allowance in lieu of por dies while on duty in Tugoclaria. Feriod covered 1/6/71 - 16/71 11 days = 317 - 187.00 and for piscellaneous expenses 25.00 Total 222.00 As authorized by Tel. 206060 dtd 12/19/70  Ordering Officer (Signature)  Apprec.  Allor  Title:  Amt.  Title:  Total  Amt.  Title:  Amt.  Title:  Complete  Payment:  Amount billed, as per attached bill(s)  Differences  Signature  Prepayment Audit (Signature or initials)  Final  Prepayment Audit (Signature or initials)  Exchange (all 2.556.00)  Exchange (all 2.556.00)  Fund  Allotment  Oblig. No.  Paying Office  Account into Cultabority vested in me, I certify this voucher correct and proper for payment Signature of Authorized Certifying Officer  Account into Cultabority vested in me, I certify this voucher correct and proper for payment Title:  Approved late 2,656.00  Exchange (all 2.556.00)  Fund  Allotment  Oblig. No.  Paying Office  Date Paid  Object  Amount			ev. Holan	ada		_	_		_	62	29	
Order is hereby placed with the above-named seller for the articles or services described below, to be furnished:    Total		C/O -MINEONS	a, porgr		der b							
Trevel allowance in lieu of por dies while on duty in Tucoelavia. For od covered 1/6/71 - 16/71 11 days & 317 = 137.00  and for alscellaneous expenses \$25.00  Total \$212.00  As authorized by Tel. \$20000 dtd 12/19/70  Defining Officer (Signature)  Aller  Amount Dille.  Amount billed, as per attached bill(s)  Final  Payment:  (date)  Payment:  (date)  Payment:  Amount billed, as per attached bill(s)  Differences  Payment Auditr (Signature or initials)  Prepayment Auditr (Signature or initials)  Prepayment Auditr (Signature or initials)  Payment:  Approved the Signature of Authorized Certifying Officer  Accounting Classification  Oblect Amount							_		II II - I - I - I	to be furnis	hed:	
Trevel allowance in lieu of por dies while on duty in Tugoelavia. Feriod covered 1/6/71 – 16/71 11 days & 317 = 187.00  and for alscellaneous expenses \$25.00  Total \$212.00  As authorized by Tel. \$206060 dtd 12/19/70  Description of the continuation sheet(s) if necessary  Ordering Officer (Signsture)  Approp.  Allot.  Approp.  Allot.  Title:  Learlify that the ordered items listed were received on except as follows:  (date)  PAYMENT:  Complete  Differences  Amount verified correct for Prepayment Audit (Signature or initials)  Payment Audit (Signature or initials)	Ord	ler is hereby placed w	with the above	-named se	eller for	the artic	les or s	ervices desc	ribed below	, 10 00 1011115		
Travel allowance in lieu of per dies while on duty in Tugoslavia. Feriod covered 1/6/71 - 16/71 11 days a 317 = 137.00 and for alscellaneous expenses \$25.00  Total \$212.00  As authorized by Tel. \$206060 dtd 12/19/70  Description of the continuation sheet(s) if necessary  Ordering Officer (Signature)  Approp.  Alfort  Approp.  Alfort  Obl. No.  Name:  Obl. No.  (date)  PayMENT:  Cost  Punds Available:  Total  2,656  Signature  Amount billed, as per attached bill(s)  Differences  Amount verified correct for  Prepayment Audit (Signature or initials)  Name:  Title:  Approved less 2,656.08  Signature of Authorized Certifying Officer  Accounting Classification  Accounting Classification  Authorized Certifying Officer  Accounting Classification  Amount  Allotment Oblig, No.  Paying Office  Date Paid Object Amount		-	A STATE OF						UNIT	PRICE	AMOUNT	
will e on duty in Ingoalavia. Feriod covered 1/6/71 - 16/71 11 days 317 = 187.00 and for miscellaneous expenses \$25.00  Total \$212.00 as authorized by Tel. 206060 dtd 12/19/70  Ordering Officer (Signature)	ITEM NOS.	ARTI	CLES OR SEF	RVICES				PYTITHAUD			AMOUNT	_
Ordering Officer (Signature)  Approp.  Allor: Title: Botanica Documentation  Name: Obl. No. Name: Total 2,650 06  Title: Amt. Title: Total 2,650 06  Except as follows: Payment: Amount billed, as per attached bill(s)  Complete Differences  Differences  Amount verified correct for Prepayment Audit (Signature or initials)  Payment: Amount verified correct for Prepayment Audit (Signature or initials)  Payment: Amount verified correct for Prepayment Audit (Signature or initials)  Pursuant to authority vested in me, I certify this voucher correct and proper for payment Signature of Authorized Certifying Officer  Exchange rate 2, 50 0 06  Name: Dorothy E. Weihrauch Title: Authorized Certifying Officer  ACCOUNTING CLASSIFICATION  Fund Allotment Oblig. No. Paying Office Date Paid Object Amount	co an To	vered 1/6/71 d for miscell tal \$212.00 suthorized h	- 16/71 Isneous e	11 de expense	ays ( es \$2 O dtd	\$17				1ID	2,658	29
Name:  Title:  I certify that the ordered items listed were received on except as follows:  (date)  PayMENT:  Amount billed, as per attached bill(s)  Differences  Payment Audit (Signature or initials)  Name:  Title:  Approved for prepayment Audit (Signature or initials)  Pursuant to authority vested in me, I certify this voucher correct and proper for payment Signature of Authorized Certifying Officer  Accounting Classification  Fund  Allotment  Oblig, No.  Paying Office  Date Paid  Object  Amount	Ordering Officer (Signa			if necess	sary	Funds	Availab	le:				
Name:  Title:  I certify that the ordered items listed were received an except as follows:  (date)  PayMENT:  Complete  Differences  Differences  Amount verified correct for  Prepayment Audit (Signature or initials)  Prepayment Audit (Signature or initials)  Pursuant to authority vested in me, I certify this voucher correct and proper for payment Signature of Authorized Certifying Officer  Exchange rate  Accounting CLASSIFICATION  Fund  Allotment  Oblig. No.  Paying Office  Date Paid  Object  Amount	CONTRACTOR OF THE PERSON.	Hunt I	Allor.	ite	for	Bo	ota	nical	-Do	cum	entati	bn
Title:    Certify that the ordered items listed were received on except as follows:   Complete	Name:											00
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UNIVERSITY OF COLORADO

OFFICE OF THE PROVOST AND VICE PRESIDENT FOR RESEARCH BOULDER, COLORADO 80302

Ka 27/5'73

Professor Askell Love Ramaley 219 University of Colorado

PERSONAL AND CONFIDENTIAL

Digitized by Hunt Institute for Botanical Documentation

It is difficult for me to axylain questos that have not be asked since no of remarks have ever been made to me on my of these points." It could haven, help to thing meters for you if you are injund that, 1) The students spent one week on their way to Typorland studying haberin material of race literature at the Royal Betwee Godes at how, I gave us a full wenth of allitimed to therefore well extre their return to Amie.
This was recensory second of the limited library facilities of 6,85m.
Done their stay in Vagerhain they washed 12-14 hours a day induly Saturday, I Suday, or 84-98 hrs a week instal of the required to. thenever, Mr. Fisher, attack who was travelling in Europe of left without formaling allen for a writ to File at the SSIR, begand in in literature work for that 8-10 hours, a day only to for a much, al did not work a Standays of Sondays. I don't that you would find it fair to ask the for a vagend on all how how has the cold, in which I sale every reasonable good in the cold, in which I sale every reasonable good will concern, second and they had me acceptable my supplied by acknowledge. Digitized by Hutht Institute for Botanical Documentation see house as we rented our sleeping space, and this much it privite for us to put in our full 14 hours and a every day of the second three some months, of which will two were sclaving. However, we paid for the the slaging for the office vent money as interested in the letter to you. 3/ 1 chuit that

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told me daily that they had asked for both of us, Second my wife's bralely of Paris well make it were early to discuss with one of the politicies, I due was what to go. This was futule, because of cotton finity difficulties have it that the, but for the point of in 7 the Yayoslan it was a stop in their face. Newstheless, we could easily resolve all the difficulties which were consert by Washigh Surrourary, al I gove on regent of new subjet to Mr. Schooly, the director of the Office of Faring Correy Got, a my return. As antim He felt the veriend budget was higher the expected I mile a sensish, which had been make severed the previously, - the fact that we required sure solaries for the work, but this seemed to be settled when he received the explain that I am a 9-mith solary of any Ph. D., D. Sc. wife on none it the Unionity of Coloralo! And in the work of the work of the work of the work of the the start of the the start of the the start of the Digitize of by Hunt Institute for degrantial Discumentation to mults be had englated who which I a sent with the aways grange hald have needed a year for This was dealy replicated in an protining regent, which with we required to seel in very soon your as return, We will Verlight that we the future budget would degend - what he we hel due there too muths, but were capital that a fair opposant by an gears would result in withing but praise I alwirding it so we proport of author much more successful some with well grouped will gerlifted amost to. We have nothing for the hithmin with in the I then I we into retent, for the Swithing - copy y - letter set to go a tobre to in which the Jorigent is rejected on sais, by the artainly to comet the surject with of the propert has proposed much such part of the property has proposed much of the property much or rejection. Nevertheless, report for the surry 1972 was

indicated, I theles to angetic offerts by Mr. Posish of the ORS, we we see to lone with middle of May for three moths additing under, It shows the continued interest of the STSOFIGE kanew, that we arrange to we made so late I so ineffectively to get as finds transerval for the Amie Ending in Delgrale he rectived them; but theles to an colleagues we could live a loan, with them, although this Curtainly greatly retorded on effects. \_ letter for the auditor you set me, but tized by Hunt Institute for Botahicar Documentation

layt to metin that an harshy judged very pretising regat should that we had accomplished conducted had which had already been accepted of possicition, but regard last ple, for which we have received no achomologist, was also appressive, although still severely the project, have been delayed in the Tryotlar jamely, I it show, that we the project has dready resulted in helperty of me sore, we new species of morous new costintions of scientific interest. Above all, it should a fast program in our family of the should allow the form of some family and and a congrutarized egloticamient attended they are family to checklist of the Stevenic flow of order

When we arrived in Listy in 17mg 1972, Dr. Simile relictely should me a letter be had received in March for the Seintific Attacker of the Tayorlan Endown in Washington. I endone copy of this distinctly defaunting document which was sent up the request of Mr. Schmerty in broadly of Stain layinger I also adose tradition by Dr. Disnih I his tradition of relevent part of his answer. I do not have if Le has letter received a response, but now had arrived when we left in late August. tized by Hiht Institute for Botanical Documentation which is evident for this document, Secause the judget of my work as infrient of Dr. Twinibes wash as sugariar is Sarah - The same that pages which all were cought to grade by me And I did that the judges been cred to come my the true many of Dr. Sussibly grains possections, a procedure who wall have been unperorosse to him second of his shortly wally time dat they can't might have preceded then to see insult the interior the way this dain actually did because he brown where he stands as a solder. But who such judgments came that the Yayarlan deterit, at the me the on the are praised as king suprior, are thus depoiled of the any self al only such airitance available in Amica, the me works about the value is the if the autopies have the strong of the autopies have the strong and appearing the strong and strong regular.

5000 the which I day wife has watered on for two winters at don't explained, without framed support. It is the first cayntrigal fetter of its hier, but the fauth much Cogilation for one hards, at that its trans pat the is a sout 50,000 capita earls I be expert the bibliography to take up about boy that may likes. We made this atter mainly in order to find out what is already him sout this flower so that we could covertrate up its red problems i - the field concerned, It is no bragging to say tized by Hunt Institute for Botanical Documenta cutries of Europe. Dr. Swink set the proliming I implete droft of the Affer this fell to me of these graps of shoul it to those who writed Listine. I The reaction was misurally authoriestic so we know that the find product will be useful. We had gland to list this doubtlessy great who as we of the rents for the project, although we did not make it when supporters by the mithing, but if their that hostile attitude Is not dagment, we see no rear to give the any part of the hour that is signly ones at well and at we sent that

The entire story smells of a witch-hunt, including handed father pers, and ignoring havest judget by seed pers, at I thought it had Coloninated in the letter to the University last winter I in the dejanting letter which The Schnerty, the self-opposited organizer of the hunt, asked the Yyislan Endony to send to Dr. Susaile last March (copy endored, with a translate by Dr. Sushih, of his money). Since the new accuration see to be certainly will cause a great dange, especially for the Vegoslas to when we now will not release the remarked atter of the cognitived Als of the Rowin flow which he had compiled in Bully, withit builthing apport, for the past two years, there sees to have one the time who the Unionity Digitized by Hynt Institute for Botanical Decumentation by quelified are respected specialists, to protect the regulation of the Unionity of its scientists. The only accorded possibility to the within out to be

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Institute since of our first culast with the in 1968, I -Dr. Frisish how that any ungredictable things In be expected in their reacts to research, as, e.g., the doubtleng defaunting letter to Dr. Swinih last year initiated by Dr. Schooly and sont by the Scientific attack of the Tapeller Enderly; I andose a cryy with a traslation by Dr. Jushich al a tracketing his amount. Two Rowh atro telle me of The ORS also her told me that he had never seen engthing similar to the auditoris interest, when first be required, a cough of day, you was return, - protinion framend regard, I the ene in grow to lost our mother without discurring mything with the ORS at any orbig me a cought of questions by tologher. So I could not say that I should have seen suggisted gitized by Hung Institute for Brotanical Deternite thation

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