



Hunt Institute for Botanical Documentation
5th Floor, Hunt Library
Carnegie Mellon University
4909 Frew Street
Pittsburgh, PA 15213-3890
Telephone: 412-268-2434
Email: huntinst@andrew.cmu.edu
Web site: www.huntbotanical.org

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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.

APPLICATION FOR SPECIAL LEAVE OF ABSENCE
(For Academic and Non-academic Employees)

Instructions: Prepare in octuplicate and send first seven copies to the Accounting Office. Indicate inclusive dates of leave. If transfer of funds is required as a result of leave, this request must be accompanied by "Request for Transfer of Funds," President's Form No. 1505. The sixth copy of this form will be returned to the department with indication of the President's action. The eighth copy is to be retained by the department.

Mr. **Thomas Harper Goodspeed**
Name: ~~Mrs.~~
~~Miss~~

Present address: **600 Arlington Ave
Berkeley**
Address while on leave: **Same**

Department: **Botany**

Title or position: **Professor of Botany and Director of Botanical Garden**

Period of leave: From **July 1** to **August 31, 1950**

- With full salary
With part salary
Without salary

Salary: At full rate { Annual \$ **8400**
Monthly \$
Other \$
Without Salary

B.G.
Rate while on leave { Annual \$ **8400**
Monthly \$
Other \$

Leave occurs during his vacation

NOTE: Members of the University staff receiving compensation for work performed while on leave shall not receive salary from the University.

Budget to which salary is now charged: (Indicate proposed disposition of amount released. If a transfer of funds is required, submit request on President's Form No. 1505.)

Botany Dept. Salaries

Application ~~has~~ ^{has not} been made for traveling expenses in connection with this request.

Disposition of work during proposed leave: **Dr. Lee Bonar to serve as acting Director of Botanical Garden**

In the case of those engaged in instruction, the following information is necessary:

Course (including graduate courses and thesis work, if any)	No. of Students	Officer to be in charge	Remarks
---	-----------------	-------------------------	---------

Arrangements for courses are satisfactory. Signed: _____

For Registrar

Reason for requesting leave:

To attend Seventh International Botanical Congress at Stockholm, to accept appointments as Hon. Pres. of the Congress and as Pres. of the Sect. on Experimental Taxonomy and to present paper

RECOMMENDED

DATE	DATE	DATE
1.	3.	<i>Lee Bonar</i>
2.	NOTE: Line 3 must bear the signature of one of the following: Chairman of department, dean, director, administrative officer, or other person authorized by the President to sign. Lines 1 and 2 are for use within the department.	

APPROVED FOR PRESIDENT'S OFFICE

DATE

Personnel Officer

Provost or Dean

President

APPLICATION FOR SPECIAL LEAVE OF ABSENCE
(For Academic and Non-academic Employees)

Instructions: Prepare in octuplicate and send first seven copies to the Accounting Office. Indicate inclusive dates of leave. If transfer of funds is required as a result of leave, this request must be accompanied by "Request for Transfer of Funds," President's Form No. 1505.
The sixth copy of this form will be returned to the department with indication of the President's action. The eighth copy is to be retained by the department.

Name: Mr. Thomas Harper Goodspeed
Mrs.
Miss

Present address: 600 Arlington Ave
Berkeley
Address while on leave: Same

Department: Botany

Title or position: Professor of Botany and Director of Botanical Garden

Period of leave: From July 1 to August 31, 1950

With full salary
With part salary
Without salary

Salary: At full rate { Annual \$ 8400
Monthly \$
Other \$
Without Salary

Rate while on leave { Annual \$ 8400
Monthly \$
Other \$

Note: Members of the University staff receiving compensation for work performed while on leave shall not receive salary from the University.

Budget to which salary is now charged: (Indicate proposed disposition of amount released.
If a transfer of funds is required, submit request on President's Form No. 1505.)

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Application has been made for traveling expenses in connection with this request.
has not

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Arrangements for courses are satisfactory. Signed: _____
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RECOMMENDED

	DATE		DATE
1.		3.	
2.		NOTE: Line 3 must bear the signature of one of the following: Chairman of the department, dean, director, administrative officer, or other person authorized by the President to sign. Lines 1 and 2 are for use within the department.	

APPROVED FOR PRESIDENT'S OFFICE

DATE

Personnel Officer

Provost or Dean

President

ITINERARY
EUROPEAN TOUR
ESPECIALLY ARRANGED FOR
DR. T. HARPER GOODSPEED
AND
MRS. ELLEN G. AINSWORTH

...ooo000ooo...

* * * * *

JULY
 Fri 6 SAN FRANCISCO DEPART San Francisco 7:40am United Airlines
 Flight No. 602

NEW YORK ARRIVE New York 8:55pm *Commodore 43rd St*
Waldorf Astoria

Sat 7 " " *WALDORF ASTORIA*
 8 DEPART New York 11:30am Scandinavian Air Systems
 Flight No. 912
 Idlewild Airport

Sun 9 STOCKHOLM ARRIVE Stockholm 11:45am

Mon 10) Attending convention in Stockholm.
 to)
 Fri 21)

Sat 22 DEPART Stockholm 8:00am Swiss Air Flight No. 211
 ZURICH ARRIVE Zurich 1:15pm
HOTEL BAUR AU LAC

Sun 23 In Zurich.

Mon 24 DEPART Zurich 10:18am By Train.
 ROMANSHORN ARRIVE Romanshorn 11:33am
SEEHOTEL SCHWEIZERHAUS

Tue 25) In Romanshorn, beautifully located on lovely Lake
 to) Konstance.
 Thu 27)

Fri 28 DEPART Romanshorn 10:07am
 ZURICH ARRIVE Zurich 11:23am
HOTEL BAUR AU LAC

Sat 29 DEPART Zurich 11:41am
 LUCERNE ARRIVE Lucerne 12:48 Noon
CARLTON TIVOLI HOTEL

Sun 30 (Excursion by steamer to Vitznau and by cog-wheel
 railway for the ascent up Mount Rigi.

* * * * *

JULY
Mon 31 LUCERNE
(Cont'd)

DEPART Lucerne by convenient train, proceeding through St. Gothards tunnel to Chiasso. Transfer by hotel conveyance to Cernobbio.

CERNOBBIO

VILLA D'ESTE

AUGUST

Tue 1)
to)
Fri 4)

In Cernobbio, the most beautiful of all resorts in the Italian Lakes.

Sat 5

DEPART Cernobbio by convenient train to Venice.

VENICE

HOTEL GRAND

Sun 6

no { Full-day in the city known as the "Queen of the Adriatic", with sightseeing provided on foot in the morning with guide, visiting St. Marks Square, and in the afternoon a trip along the canals by gondola.

Mon 7

At leisure.

Tue 8

By convenient train to Florence.

FLORENCE

HOTEL EXCELSIOR

Wed 9

Sightseeing in Florence.

Thu 10

At leisure.

Fri 11

DEPART Florence by convenient train to Rome.

ROME

HOTEL HASSLER

Sat 12

no { Full day sightseeing in Rome, visiting all points of interest in the "Eternal City".

Sun 13)
and)
Mon 14)

At leisure.

Tue 15

By convenient train to Naples. Continue by auto to Sorrento.

SORRENTO

HOTEL EXCELSIOR

Wed 16)
and)
Thu 17)

At leisure in lovely Sorrento, superbly located on the Bay of Naples.

* * * * *
 AUGUST SORRENTO DEPART Sorrento by motorcoach to Naples.
 Fri 18 (Cont'd) HOTEL EXCELSIOR
 NAPLES
 Sat 19 DEPART Naples by convenient train to Rome.
 ROME DEPART Rome 4:45pm British European
 Airways Flight No. 741
 LONDON ARRIVE London 9:36pm — *London*
 Sun 20 }
 to } In London.
 Wed 30 } *London*
 Thu 31 DEPART London AUTHORS CLUB
 WINDEMERE } (Own Reservation)
 } By Train.
 } HOTEL WINDEMERE HYDRO
 SEPTMBER }
 Fri 1 } *? North*
 to } *Wales*
 Sun 3 } Three days in the lovely English lake region.
 Mon 4 By convenient train to Edinburgh.
 EDINBURGH NORTH BRITISH
STATION HOTEL
 Tue 5 At leisure.
 Wed 6 DEPART Edinburgh by rail and motorcoach through the
 highlands of Scotland to Trossachs.
 TROSSACHS HOTEL TROSSACHS
 Thu 7 Motorcoach and rail to Glasgow.
 GLASGOW HOTEL CENTRAL
 Fri 8 At leisure in Glasgow until the evening. Depart
 by transfer car to Prestwick.
 DEPART Prestwick 8:40pm Scandinavian Air Systems
Flight No. 911

* * * * *

SEPTEMBER

Sat 9 NEW YORK

ARRIVE New York 7:00am

After custom and immigration formalities, transfer by bus to LaGuardia Field.

Sunday 10

DEPART New York 12:00N

United Airlines
Flight No. 623

Monday 11

SAN FRANCISCO * ARRIVE San Francisco 8:30pm

...ooo000ooo...

LACHELT TRAVEL SERVICE
TWinoaks 3-7070
Suite 204, Financial Center Bldg.
14th and Franklin Streets
Oakland 12, California
June 9, 1940

...ooo000ooo...

* * * * *

CONDITIONS

1. HOTEL ACCOMMODATIONS:

Two single rooms with connecting bath.

2. MEALS:

Breakfast and dinner in Italy.
Breakfast only at all other hotels in the itinerary.

Note: Continental breakfast includes roll, jam or fruit and coffee.

9

3. TRANSPORTATION:

First-class in Italy and England; second-class in Switzerland and France.

4. TRANSFERS:

Special representative and taxi from stations to hotels and vice versa.

who pays

no

5. SIGHTSEEING:

As outlined.

...oooOOoo

? Payable in advance

Middle class hotels

ITINERARY

LACHELT
TRAVEL SERVICE

Steamship Tickets, Tours & Cruises

204 FINANCIAL CENTER BLDG.
OAKLAND 12, CALIFORNIA

LACHELT
TRAVEL SERVICE

Steamship Tickets, Tours & Cruises

204 FINANCIAL CENTER BLDG.
OAKLAND 12, CALIFORNIA

ITINERARY THG AND EGA 1950

July 6	Depart S.F.	7:40 AM	United Airlines Flight 602 S.F. airport
" 7	Arrive N.Y.	8:55 PM	LaGuardia Field Commodore Hotel
" 7	At leisure in N.Y.		
" 8	Depart N.Y.	11:30 AM	Scandinavian Air Systems Flight 912 Idlewild airport
" 9	Arrive Stockholm	11:45 AM	Bromma Airport
" 10 to 22	Congress	Address:	7th International Bot. Congr. Stockholm Hogskola
"23	Depart Stockholm	8:00AM	Swiss Air Flight 211 Bromma airport
	Zurich (arrive)	1:15 PM	
	" (depart)	4:05 PM	By train
	Arrive Romanshorn	5:10 PM	Seehotel Schweizerhaus
" 24-25	In Romanshorn		
" 26	Depart Romanshorn	10:07 AM	By train
	Arrive Zurich	11:23 AM	Change trains
	Depart "	11:41 AM	
	Arrive Lucerne	12:48 PM	Hotel Montana
" 27 to 30	In Lucerne		
" 31	Depart Lucerne	10:50 AM	By train
	Chiasso	2:50 PM	
	Cernobbio		Transfer by hotel conveyance to Villa de la Reine D'Angleterre
Aug. 1 to 4	In Cernobbio, the most beautiful of all resorts in the Italian Lakes		
" 5	Depart Cernobbio by hotel conveyance for Como		
	Depart Como	12:23 PM	By train
	Arrive Venice	6:00 PM	Hotel Luna

Aug. 6-7	At leisure in Venice		
" 8	Depart Venice	12:25 PM	
	Arrive Florence	4:40 PM	Pensione Luchessi
" 9-10	At leisure in Florence		
" 11	Depart Florence	11:18 AM	By train
	Arrive Rome	2:45 PM	Grand Hotel Flora
" 12-14	At leisure in Rome		
" 15	Depart Rome	1:30 PM	By train
	Arrive Naples	3:30 PM	
	Continue by auto to Sorrento		
	Arrive Sorrento		Hotel La Terrazza
" 16-18	At leisure in Sorrento		
" 19	Depart Sorrento by auto to Naples		
	Depart Naples	10:56 AM	By train
	Arrive Rome	1:25 PM	
	Depart Rome	4:45 PM	British European Airways Flight 741 Ciampino Airport
	Arrive London	19:36 PM	Authors' Club 2 Whitehall Court S.W.1
" 20 to 30	In London		
" 31	Depart London	10:40 AM	Euston Station
	Arrive Windermere	5:12 PM	Hotel Windermere Hydre.
Sept. 1 to 3	English lake region		
" 4	Depart Windermere	11:00 AM	By train
	Arrive Oxenholme	11:27 AM	
	Depart "	12:14 PM	
	Arrive Edinburgh	4:16 PM	North British Station Hotel

Sept. 5	At leisure in Edinburgh		
" 6	Depart Edinburgh	9:30 AM	Princess St. Station
	Arrive Callendar	11:36 AM	
	By hotel conveyance to Trossachs		
	Arrive Trossachs	12 Noon	Hotel Trossachs
" 7	Depart Trossachs (hotel conveyance)		
	Depart Callendar	2:55 PM	By train
	Arrive Glasgow	4:25 PM	Hotel Central
" 8	At leisure in Glasgow		
	Depart Glasgow by transfer car to Prestwick		
	Depart Prestwick	8:40 PM	Scandinavian Air Systems Flight 911
" 9	Arrive N. Y.	7:00 AM	Commodore Hotel 42 and Lexington
" 10	Depart N. Y.	12 Noon	United Airlines Flight 623 LaGuardia Field
	Arrive S. F.	8:30 PM	

UNIVERSITY OF CALIFORNIA • TRAVELING EXPENSE VOUCHER

Claim of _____ Headquarters _____ Date _____
(Rule 1A) (Rule 1E)

Address _____ City of Residence _____ Permit No. _____
(Rule 1F) (Rule 1F) (Rule 7A)

Department _____ Req'n No. _____

Purpose of Trip _____ University Car (Rule 6F)

1	2	3	4			5		6		7		8			9		10		11		12		13		14
			MEALS (Rule 2)		HOTEL		TRANSPORTATION (Rules 4-8)		Other Miscellaneous Items		TOTAL EXPENSES FOR DAY														
			Time of Departure from and/or Return to Hdqtrs. (Rules 2D and 5H)	Day of Month (1H)	Give Names of Cities, Towns or Locations Where Expenses Were Incurred (Rule 1I)	CHECK WHICH MEALS Use Letter T for Meals on Train	COST OF MEALS PER DAY (2A)	AMOUNT (Rule 3A)	Vo. No.	DETAIL Between What Points (Note—"RT" if round trip) (5G and 1I)	Mode of Transport. (Rule 4)	AMOUNT (5B and G)	Vo. No.	DETAIL	AMOUNT	TOTAL EXPENSES FOR DAY									
B	L	D																							
	7/22/71											Stockholm - Zurich	A	79.90	1									79.90	
	7/22 to 7/27	Romanshorn Switzerland			26-	17-	2					(R. Romanshorn) Local	Car	4-					postage + parcel post		2.80				
	7/28-31	Zug Switzerland			2.13	7.09	4					Collecting trip Sw. Alps	Car	9.84					Photo material		9.00			28.06	
	8/1 to 5	Comerio Italy			36.46	45.40	6					Collecting trip It. Alps	Car	34.80					postage + parcel post		18.30			130.96	
	8/20 to 9/4	London England			26.70	72.30	8					London to Liverpool + ret.	Car	34.50	10				parcel post		9.60				
					38-	3.70	9												photo material		7.40			192.20	

Other Expense, Remarks, or Detail _____

Vo. No. _____

TOTAL EXPENSE 505.82

If an advance has been received on account of this trip, please give date and amount _____ \$ _____

APPROVED FOR PAYMENT _____

I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with the rules of the University in the service of the University of California during the month(s) of _____, 19____; that all items being claimed were relative to official University business, AND THAT NO MEALS CLAIMED ON THIS VOUCHER WERE EATEN AT MY HEADQUARTERS OR RESIDENCE AS SHOWN ABOVE.

STEAMSHIP,
RAIL AND AIR TICKETS
HOTELS RESORTS
TOUR AND CRUISE RESERVATIONS
ITINERARIES PLANNED

LACHELT
TRAVEL SERVICE

A BONDED TRAVEL AGENCY

SUITE 204
FINANCIAL CENTER BUILDING
405 14TH STREET
OAKLAND 12, CALIFORNIA
TELEPHONE: TWINGAKS 2070
TWINGAKS 3-7070

To: Dr. T. H. Goodspeed
600 Arlington Avenue
Berkeley 6, Calif.

Railroad Fare - London - Llandudno Junction

\$12.45

PAID

7-5-50



STEAMSHIP,
RAIL AND AIR TICKETS
HOTELS RESORTS
TOUR AND CRUISE RESERVATIONS
ITINERARIES PLANNED

LACHELT
TRAVEL SERVICE

A BONDED TRAVEL AGENCY

SUITE 204
FINANCIAL CENTER BUILDING
405 14TH STREET
OAKLAND 12, CALIFORNIA
TELEPHONE: TWINGAKS 2070
TWINGAKS 3-7070

To: Dr. T. H. Goodspeed
600 Arlington Avenue
Berkeley 6, Calif.

Railroad Fare - Llandudno Junction to
Edinburgh via Chester

\$3.50

PAID

7-5-50



STEAMSHIP,
RAIL AND AIR TICKETS
HOTELS RESORTS
TOUR AND CRUISE RESERVATIONS
ITINERARIES PLANNED

LACHELT
TRAVEL SERVICE

A BONDED TRAVEL AGENCY

SUITE 204
FINANCIAL CENTER BUILDING
405 14TH STREET
OAKLAND 12, CALIFORNIA
TELEPHONE: ~~TWINOAKS 3-7070~~
TWINOAKS 3-7070

To: Dr. T. H. Goodspeed
600 Arlington Avenue
Berkeley 6, Calif.

Railroad fare - Edinburgh to Glasgow

\$1.85

PAID

7-5-50



STEAMSHIP,
RAIL AND AIR TICKETS
HOTELS RESORTS
TOUR AND CRUISE RESERVATIONS
ITINERARIES PLANNED

LACHELT
TRAVEL SERVICE

A BONDED TRAVEL AGENCY

SUITE 204
FINANCIAL CENTER BUILDING
405 14TH STREET
OAKLAND 12, CALIFORNIA
TELEPHONE: ~~TWINOAKS 3-7070~~
TWINOAKS 3-7070

To: Dr. T. H. Goodspeed
600 Arlington Avenue
Berkeley 6, Calif.

Royal Circus Hotel, Edinburgh - 3 nights @ \$5.20

\$15.60

PAID

7-5-50



THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Berkeley 4, California

To THOMAS H. GODSPEED Dr.Address PROFESSOR OF BOTANYCAMPUS.

	MAY 18	19	50
Type of Entry	Do not write in this space Account No.		Object Code
	12800 10		

TRAVEL ADVANCE: To attend meeting of the Seventh International Botanical Congress, Stockholm, Sweden, July 12-20, 1950

RESEARCH TRAVEL
69870-12-19900/0020
Reqn. 11989

Approved: Original Grant approved by:
A. R. Davis, & R. Sproul, dated 5/1/50

Dollars

Cents

726.35

Expenses - (estimated)

Personal - 4/1 - 7/1	200.00
7/1 - 9/1 Olive - 3 months	150.00
Grace W. -	100.00
	(100 hrs)
Ford -	60.00
	(60 hrs)
Dues -	50.00
Bills (Operating)	50.00
Miscellaneous	<hr/>
	610.00
Miscellaneous	890.00
	<hr/>
	1500.00

Proposal - MCT Bank Acct.
1500.00

In case of mother illness
or any unexpected expenses
connected with either T.H. or T.M.

Assets

Bank Bal. - 6/1/50	1400.00
Estates Acct	800.00
Salary 7/1 - 9/1	1600.00
Ainsworth 4/1 - 9/1	300.00
S.D.C.	500.00
Gift	3750.00
	<hr/>
	8850.00

Expenses - (known)

SSG. -	1200.00
Int. life -	300.00
Window -	200.00
Ins - car -	100.00
Cemetery -	150.00
C.S. -	150.00
	<hr/>

2100.00

Expenses - Europe (estimated)

Round trip - B - St.	2200.00
Transportation (Europe)	800.00
73 days - 30.00 per day	2190.00
	<hr/>

5190.00

8850 - Assets

2100.00
1500.00
5190.00

Expenses - 8790.00

PLEASE RETURN TO
T.H.Goodspeed
2079 LSB

**VII INTERNATIONAL
BOTANICAL CONGRESS**

STOCKHOLM 1950

COMMUNICATION No. 2