



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](mailto:huntinst@andrew.cmu.edu)  
Web site: [www.huntbotanical.org](http://www.huntbotanical.org)

The Hunt Institute is committed to making its collections accessible for research. We are pleased to offer this digitized item.

#### *Usage guidelines*

We have provided this low-resolution, digitized version for research purposes. To inquire about publishing any images from this item, please contact the Institute.

#### *Statement on harmful and offensive content*

The Hunt Institute Archives contains hundreds of thousands of pages of historical content, writing and images, created by thousands of individuals connected to the botanical sciences. Due to the wide range of time and social context in which these materials were created, some of the collections contain material that reflect outdated, biased, offensive and possibly violent views, opinions and actions. The Hunt Institute for Botanical Documentation does not endorse the views expressed in these materials, which are inconsistent with our dedication to creating an inclusive, accessible and anti-discriminatory research environment. Archival records are historical documents, and the Hunt Institute keeps such records unaltered to maintain their integrity and to foster accountability for the actions and views of the collections' creators.

Many of the historical collections in the Hunt Institute Archives contain personal correspondence, notes, recollections and opinions, which may contain language, ideas or stereotypes that are offensive or harmful to others. These collections are maintained as records of the individuals involved and do not reflect the views or values of the Hunt Institute for Botanical Documentation or those of Carnegie Mellon University.

#### *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 employees paid on salary payroll)

For Accounting Office use

Tax C.	Comp. C.	Amount	L.B.	Fund	Title code	Employee no.	Retirement			Mo. pay rate	Closing date pay period	% Time
							C.	Rate	Init.			

Bud. ref.	Gross amount	Ret. amount	Tax amount	Prelim. net amount	Other deduc.		Other deduc.		Final net amount	Perq. amount
					C.	Amount	C.	Amount		

For departmental use

INSTRUCTIONS: Send first eight copies to the Accounting Office. The last, or copy nine, is to be retained by the department and copy eight will be returned to the department with indication of the President's action.

NAME: Mr. Goodspeed Thomas Harper  
Miss last first middle

Present Address: 2480 Virginia Street Berkeley

Address while on leave: same

Department: Botany Campus: Berkeley

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

Period of leave: from July 1 to July September 10, 1955 inclusive.

Leave to be with: full salary  no salary

Note: Members of the University staff receiving compensation for work performed while on leave shall not receive salary from the University. When appointee is on a nine-month basis the salary deduction for special academic leave of absence without pay will be computed on a basis of teaching weeks.

Salary rate: annual \$ 11,376 monthly \$ 948 for the period \$ without salary

Indicate: % of full time, 100 registered student? yes  no  perq., if any \$ mand.? yes  no

BUDGET to which salary is now charged: Botany Dept. Salaries

Reason for requesting leave: To attend Internat. Scientific Tobacco Congr., Paris;/Internat. Seaweed Sym., Trondheim; 14th Internat. Hort. Congr., The Hague

Has application been made for traveling expenses in connection with this request? yes  no

Disposition of work during proposed leave: Dr. A. S. Foster 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
<u>Leave occurs during vacation</u>			

Arrangements for courses are satisfactory. Signed \_\_\_\_\_

For Registrar

If transfer of funds is required as a result of leave, this request should be accompanied by "Request for Transfer of Funds," Form 1505.

RECOMMENDED

NOTE: Line 2 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. Line 1 is for use within the department.

1. _____	Date _____	2. <u>Lincoln Cornman</u>	Date <u>6/2/55</u>
----------	------------	---------------------------	--------------------

APPROVED FOR THE ADMINISTRATION

Personnel Officer

Provost or Dean

JUL 13 1955

President

UNIVERSITY OF CALIFORNIA  
Office of the President

APPLICATION FOR TRAVEL EXPENSES

(To be submitted in quintuplicate)

ADMINISTRATIVE  
 RESEARCH

Name of Applicant Thomas Harper Goodspeed Date 6/1/55, 1955

Request is made for travel expenses to cover

Railroad fare	<u>200.35</u>	} from <u>Berkeley</u> Point of departure
Pullman fare	<u>57.80</u>	
Subsistence		
Total	<u>258.15</u>	} to <u>New York</u> Destination and return

The following information is submitted in support of this application:

(1) Name of organization, date and place of meeting; reason for request: To participate in the International Tobacco Congress, Paris, Sept. 6 to 10, 1955 as President Genetics Section and to present opening address of the Congress (cf. letters from Drs. J. Dufrenoy and L. Pomey to President Sproul).

(2) Leave of absence from the University would be necessary for the period from July 1 to Sept. 10, 1955  
(Please submit request for leave on Form 1004)

(3) Sources other than travel fund available for meeting the traveling expenses: None

(4) Date of last meeting for which travel allowance was granted: July 1950

(5) The following information is required only for attendance at meetings of learned societies:

(a) Is paper accepted on the program for personal presentation: Yes, by invitation of Organising Comm.

(b) Title of paper or address and brief statement of the research results involved: The Genetics of Nicotiana.

Based upon long continued research on the origins, relationships and evolution of species of Nicotiana in the light of their distribution, morphology and cytogenetics.

(6) Remarks: See attached letter concerning attendance at other Congresses in July and August and including request that President Sproul give consideration to granting a subsidy to cover cost of transportation overseas and return.

Signed \_\_\_\_\_ Applicant

Approved by Laurie C. Constance Title of Applicant Prof. of Botany, Emeritus  
Chairman of the Department Director of Botanical Garden, Emeritus

(Do not fill in below this line)

TO THE APPLICANT:

The above request for travel allowance

made by you has been approved for 258.15

not more than \$ 1954-55  
Research Travel - ~~1954-55~~

(Budget: \_\_\_\_\_)

\$500 from President's fund for transoceanic travel.

N.B.: If you desire a travel advance, please communicate with the Controller's Office. After returning from a trip for which the application has been approved the applicant must submit to the Controller's Office a Traveling Expense Voucher—Form 85-R, as an accounting for travel advance received previously from the University, or as a basis for reimbursement from the University for actual travel expenses. Special reduction for conventions must be obtained when available.

Digitized by the Hunt Institute for Botanical Documentation

UNIVERSITY OF CALIFORNIA  
BERKELEY 4, CALIFORNIA

Questions regarding payments should refer to  
our order number and should be directed to

THE OFFICE OF THE CONTROLLER

See reverse side for explanation of correction  
code. (Corr. Code).

NOTE: Detach this stub before cashing or de-  
positing check.

CHECK NO. 52681

VENDOR NUMBER	INVOICE DATE			INVOICE NUMBER	OUR ORDER NUMBER	AMOUNT OF DISCOUNT TAKEN	NET AMOUNT
	MO.	DAY	YR.				
08359	6	01	5				1 000.00 1,000.00 *

**IMPORTANT**  
AN ACCOUNTING ERROR OCCURRED TO COVER  
THIS PAYMENT SEE RULES ON REVERSE SIDE OF  
TRAVEL EXPENSE VOUCHER.

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

REQUEST FOR ISSUANCE OF CHECK

(Do not use for Salary or General Assistance payments)

To the Controller:

Berkeley 4, California

Please prepare a check payable to:

June 1, 1955

Payee T. H. Goodspeed

Mailing Address for check 2079 Life Sciences Bldg., Campus, Berkeley

Number Street City Zone State

(Note: Please indicate on line below, the home address of payee in all cases of payments to individuals for honoraria, lectures, professional services, services as proctors, royalties, and rentals other than to real estate agents. This is necessary because of obligation to report payments for income tax purposes.)

Number Street City Zone State

In payment of the following:

Travel advance for expenses in Europe for study in research institutions in Scandinavia, Holland, France and England, of the character and distribution of the floras of South America.

Dollars	Cents
1,000	00

Name of budget to be charged:

Botanical Garden South American Expedition 64275 13 43760

Approved for payment:

Dept. No. 68

*T. H. Goodspeed*

Authorized signature

Order number (if any)

Type of Entry	Account	L	S	Fund	Object C.	Order Nos.	Tax C.	Vendor Nos.	Lien Amount	Amount

DEPT. NO. 68

UNIVERSITY OF CALIFORNIA  
GENERAL REQUISITION

No.

59504

TRAVEL

INSTRUCTIONS: Use this form for all purchases and expenditures with the exception of work to be done by the Department of Grounds and Buildings, or Printing Department. Date

6/7/55

Name of Dept. and Budget  
Botanical Garden South American Expedition 61 Acct. No. 64275 Loc. S 13 Fund 43760 Object 2000

Purpose or use—complete details must be given

Cost not to exceed

\$1,000.00

Use only if you desire to set maximum

Travel

Deliver to:

Send order copy to:

2079 LSB

Date wanted

Leave Blank	Quantity	DESCRIPTION AS TO NAME, SIZE, GRADE, COLOR, CATALOGUE REFERENCE	Leave Blank
		Travel advance for expenses in Europe for study in research institutions in Scandinavia, Holland, France and England of the character and distribution of the floras of South America \$1,000.00	1,000.00
1	6/1/55	T. H. GOODSPEED. ADV. 6/2/55.....1,000.00	

UNIVERSITY OF CALIFORNIA  
BERKELEY 4, CALIFORNIA

Questions regarding payments should refer to  
our order number and should be directed to

THE OFFICE OF THE CONTROLLER

See reverse side for explanation of correction  
code, (Corr. Code).

NOTE: Detach this stub before cashing or de-  
positing check.

CHECK NO. 04763

VENDOR NUMBER	INVOICE DATE			INVOICE NUMBER	OUR ORDER NUMBER	AMOUNT OF DISCOUNT TAKEN	NET AMOUNT
	MO.	DAY	YR.				
98359	6	24	5				258.15*

**IMPORTANT**  
AN ACCOUNTING MUST BE SUBMITTED TO COVER  
THIS ADVANCE CHECKS ON REV. OF  
TRAVEL EXPENSES OF

## REQUEST FOR ISSUANCE OF CHECK

(Do not use for Salary or General Assistance payments)

To the Controller:

Berkeley 4, California

Please prepare a check payable to:

June 24, 1955

Payee: Professor T. H. Goodspeed

Mailing Address for check: Department of Botany, 2079 Life Sciences Bldg., Berkeley, Campus

(Note: Please indicate on line below, the home address of payee in all cases of payments to individuals for honoraria, lectures, professional services, services as proctors, royalties, and rentals. This is necessary because of obligation to report payments for income tax purposes.)

Number	Street	City	Zone	State
--------	--------	------	------	-------

In payment of the following:

Amount

TRAVEL ADVANCE: International Scientific Tobacco Congress,  
Berkeley to New York City and return.

\$258.15

RESEARCH TRAVEL

69870-13-19900

Budget to be charged:

Name

Number

Approved for payment:


Authorized signature

Order number (if any)

Form 5-25m-11,54 (878264)3028

Account			Object code	Invoice date	Cor. code	Vendor's Invoice No.	Purchase order No.	Vendor No.	Tax code	Lien cancellation	Amount of discount	Net charges
Number	LS	Fund										

# UNIVERSITY OF CALIFORNIA • TRAVEL EXPENSE VOUCHER

Claim of T.H. Goodspeed (Rule 1A) Headquarters Berkeley (Rule 1E) Date 12/15/55  
 Address 2079 Life Sciences Bldg. (Rule 1F) City of Residence Berkeley (Rule 1F) Permit No. \_\_\_\_\_ (Rule 7A)  
 Department Botanical Garden (Rule 1F) Req'n No. \_\_\_\_\_  
 Purpose of Trip To attend Congresses and study in research institutions in Norway, Holland, France and England (Rule 1B) 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 FOR DAY (2A)	AMOUNT (Rule 3A)	Va. No.	DETAIL Between What Points (Note - "RT" if round trip) (5G and 1I)	Mode of Transport. (Rule 4)	AMOUNT (5B and 6)	Va. No.	DETAIL	AMOUNT									TOTAL EXPENSES FOR DAY		
			B	L										D										
	<u>7/4 to</u>						<u>RT Berkeley-</u>																	
	<u>9/12/55</u>						<u>New York</u>																	
							<u>Pullman</u>																	
							<u>berth</u>																	
							<u>RT New York-</u>																	
							<u>Trondheim</u>																	
							<u>Norway</u>																	

Other Expense, Remarks, or Detail \_\_\_\_\_ Va. No. \_\_\_\_\_

TOTAL EXPENSE 1258 15

Has an advance been received on account of this trip? Yes  No  Date of advance 6/1/55 Amount of advance 1000 00  
258.15 from 64275 13 43760 Refund or additional due 000  
258.15 from 69870 13 19900

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.

Claimant