

OBSOLETEDate DEC 7 1957 *MKB***ORDERS FOR TRAVELING AND ALLOWANCES FOR TRAVELING EXPENSES**

(SUPERSEDING ALL PREVIOUS REGULATIONS.)

DEPARTMENT CIRCULAR No. 71.

(REVISED.)

Department of Justice,

WASHINGTON, D. C., MAY 1, 1913.

To the Officers and Employees of the Department of Justice, and Others Concerned:

The attention of the officers and employees of the Department is called to the following provisions of the act entitled "An act making appropriations for the current and contingent expenses of the Indian Department, and for fulfilling treaty-stipulations with various Indian tribes, for the year ending June thirtieth, eighteen hundred and seventy-six, and for other purposes," approved March 3, 1875.

* * * "Provided, That hereafter only actual traveling expenses shall be allowed to any person holding employment or appointment under the United States, * * * and all allowances for mileage and transportation in excess of the amount actually paid * * * are hereby declared illegal; and no credit shall be allowed to any disbursing officer of the United States for payments or allowances in violation of this provision."

In accordance with the foregoing provisions and requirements, persons traveling upon the official business of this Department will hereafter be allowed their **actual traveling expenses** usual and essential to the ordinary comfort of travelers, embraced in the following items of expenditures:

1. Actual fares on railroads, steamboats, and other conveyances by the shortest practicable route; the hire of special transportation where there are no regular means of conveyance, street car, omnibus, transfer-coach fare, or moderate and necessary hack hire to and from residences, railway stations, and hotels; sleeping-car fare for one double berth for each person, or customary stateroom accommodations on steamboats, and one seat in parlor car.

2. Board and lodging at a rate not greater than \$5 per day, except in the following cities, when the rate shall not exceed \$6 per day; Atlanta: Baltimore, Boston, Brooklyn, Buffalo, Chicago, Cincinnati, Cleveland, Denver, Detroit, Kansas City, Los Angeles, Louisville, Memphis, Minneapolis, Nashville, New Orleans, New York, Philadelphia, Pittsburgh, Portland (Oregon), Richmond, San Francisco, Seattle, Spokane, St. Louis, St. Paul, and Washington. Receipts for lodging (European plan), or board and lodging (American plan) must be furnished when practicable to obtain them, showing the dates for which the charge is made and the first and last meal or lodging; when impracticable to obtain receipts, item of charge must be so noted. Receipts will not be required for meals, except where included with lodging on the American plan.

3. Expense for laundering where the travel continues for a week or more, at a rate not greater than \$6 per month, for which receipts must be furnished.

4. Telegrams sent or received on official business must be paid for at Government rates, and copies of telegrams received by the party to whom payment is made must be furnished. If telegrams are confidential, copies will not be required, but a receipt from the party to whom payment is made must be furnished.

5. Reasonable fees to expressmen, and to porters on arrival at and departure from hotels and stations. Fees to waiters not to exceed 45 cents a day. Fees to Pullman porters not to exceed 25 cents a night for sleeper and 15 cents a trip for chair car or Pullman seat. Fees to bell boys will not be allowed.

6. Receipts will not be required for railroad or Pullman fare, but the points between which travel is made must be shown.

7. Accounts for services or traveling expenses must show thereon the name of the case, or the nature of the business, unless it is of a confidential nature, in which case this fact should be so stated. Also the space provided for "Memorandum of Travel Performed upon Transportation Requests" must be completely filled out in all cases where transportation requests are used.

8. Accounts must be itemized as far as possible, and must be sworn to by the person rendering them as just and true in all respects.

9. Accounts must be rendered monthly upon a form of voucher approved by the Comptroller of the Treasury, original and memorandum to be made in one writing by use of typewriter and carbon; if impossible to use typewriter, a stylus pen or copying-ink pencil and carbon can be used.

10. These instructions must be carefully complied with, otherwise vouchers will be returned for correction.

Respectfully,

J. C. McREYNOLDS,
Attorney General.

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