

TO: Participants in Conference
September 17-18, 1977

FROM: Tom Howarth, Budget Officer

DATE: September 14, 1977

RE: Reimbursement of Expenses

This memo is for those individuals participating in the September 17-18, 1977 conference who wish to be reimbursed for expenses incurred in attending.

In order to receive reimbursement, you must be qualified as a witness by signing a short sworn statement.

Having qualified as a witness, you will receive reimbursement for your air travel fare (coach), taxi fares and \$50.00 per diem for each 24-hour period your attendance is required at the conference. Per diem will be paid for fractions of a day in six-hour segments.

The per diem will cover your hotel room, meals, and tips and other incidental expenses. You do not have to account for it to the Committee and no receipts are necessary. Receipts will be necessary for your air travel or any other expenses claimed exclusive of those covered by the per diem.

In order to facilitate your reimbursement, you will find attached, (1) An Information Required for Reimbursement of Expenses Statement and (2) a House of Representatives Voucher. List your claimed expenses on the Information Statement and sign the Voucher on the line marked Payee. We will use this Voucher to submit your claim for expenses. Remember that we need receipts for your air travel and any other expenses not covered by the per diem allowance.

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