

UN: United States  
1946-52

UN: US - USMISSION

UNITED STATES DELEGATION TO THE UNITED NATIONS

250 WEST 57TH STREET  
NEW YORK 19, N. Y.  
CIRCLE 6-4400

MEMORANDUM

April 16, 1947.

*Emergency will go thru State Dept for you. H.G.*

TO: The United States Members of ECOSOC Commissions

FROM: The Secretary-General

SUBJECT: Instructions for Submitting Data for Payment of Official Travel Expenses

*Director*

Official travel in connection with your duties as United States Members on an ECOSOC Commission will be recognized for the following purposes:

1. Consultation in the Department of State
2. Attending official Commission meetings in New York or other places as determined by the Commission
3. Other Commission matters performed on request of the United States Representative at the Seat of the United Nations, the United States Representative on ECOSOC, authorized officials of the Department of State, or the Secretary-General of the United States Delegation.

Advance travel arrangements including the procurement of tickets may be made in either New York or Washington by telephoning the following individuals:

New York: Mr. Ralph Graham  
U.S. Delegation to the United Nations  
250 West 57th Street  
New York 19, N.Y.  
Telephone: Circle 6-4400 Ext. 897 and 122

Washington, D.C.: Mr. Calvin J. Nichols  
Office of Special Political Affairs  
Main State Building  
Washington, D.C. (Room 51)  
Telephone: Republic 5600 Ext. 2560

Travel vouchers will be prepared by the Department of State on the basis of the following information to be submitted by the traveler:

1. Travel authorization number and date
2. Transportation request number
3. Date and hour of departure from, and return to, official station
4. Date and hour of arrival at, and departure from, temporary duty station
5. Itemized list of other expenses such as taxi fare, etc.

In the event that a Commission member pays his own travel expenses on official business, it will be necessary to submit the railroad or airplane ticket stubs in addition to the above information in order to obtain reimbursement.

It will be helpful if the above information is submitted as soon as possible following the completion of the official travel. In case several trips are made during the month, the information may be submitted at monthly intervals.

Members whose official station is Washington, D.C. should submit the above information to Mr. Calvin J. Nichols, in the Department of State, and members whose official headquarters is New York or any other point other than Washington, D.C. should submit it to Mr. Ralph Graham in New York.

UNITED STATES DELEGATION TO THE UNITED NATIONS

250 WEST 57TH STREET  
NEW YORK 19, N. Y.  
CIRCLE 6-4400

MEMORANDUM

April 16, 1947

TO: The United States Members of ECOSOC Commissions  
FROM: The Secretary-General  
SUBJECT: Instructions for Preparation of Vouchers  
Requesting Payment of Salary

Requests for payment of salary for official duties performed after this date should be prepared on Form DS-43 in a single copy, as indicated on the sample copy attached, and mailed to: Mr. Richard S. Winslow, Acting Secretary-General, United States Delegation to the United Nations, 250 West 57th Street, New York 19, New York.

Several blank copies of DS-43 together with addressed envelopes are attached and extra copies may be obtained from the Secretary-General on request.

The DS-43 should be submitted on the last day of each bi-weekly pay period indicated on the schedule below in which official work has been performed. It will be appreciated if claims for payment of salary can be submitted with the least possible delay following the performance of duty.

The schedule of pay periods for the balance of the fiscal year 1947 is as follows:

April 6	-	April 19, 1947
April 20	-	May 3, 1947
May 4	-	May 17, 1947
May 18	-	May 31, 1947
June 1	-	June 14, 1947
June 15	-	June 28, 1947

**U. S. DELEGATION TO THE UNITED NATIONS**

**250 WEST 57TH STREET  
NEW YORK 19, N. Y.**

**OFFICIAL BUSINESS**

**NO. 1081-FORM USD 8-46-25M**

**PENALTY FOR  
PAYMENT OF**

CHARGE 8-1000  
NEW YORK 19 N. Y.  
NO. 1081-FORM USD 8-46-25M

**Mr. Richard S. Winslow, Acting-  
Secretary-General,**

**U.S. Delegation to the United Nations,**

**250 West 57th Street,**

**New York 19, N.Y.**

**U. S. DELEGATION TO THE UNITED NATIONS**

**250 WEST 57TH STREET  
NEW YORK 19, N. Y.**

**OFFICIAL BUSINESS**

**NO. 1091-FORM USD 6-46-25M**

**PENALTY FOR PRIVATE  
PAYMENT OF POSTAGE**

**Mr. Richard S. Winslow, Acting-  
Secretary-General,**

**U.S. Delegation to the United Nations,**

**250 West 57th Street,**

**New York 19, N.Y.**

UNITED STATES DELEGATION TO THE UNITED NATIONS

250 WEST 57TH STREET  
NEW YORK 19, N.Y.  
CIRCLE 6-4400

April 16, 1947

Dear Mrs. Roosevelt:

To assist you in preparing the necessary information required to support payment of salary and travel expenses resulting from your duties as United States Member of the Human Rights Commission of the Economic and Social Council, I am attaching a memorandum of instructions that may prove helpful.

As you have been informed, your salary will be paid on a daily basis for each full day of official work performed. While attending conferences in Washington or elsewhere in the continental United States, outside of the metropolitan area of New York, you will receive per diem in accordance with standard government travel regulations, which presently is \$6.00. In addition, we will pay your actual transportation expenses, in accordance with standard regulations.

In order that we may check our records and bring them up to date, in connection with official duty and travel that you have already performed, I would appreciate a statement from you at your earliest convenience in accordance with the attached memorandum. This statement should include all items for which you wish to be reimbursed and it should cover all official duty and travel that has been performed since the date of your Recess Appointment which is November 7, 1946.

I trust that these suggestions are clear but if you have any further questions, please let me know.

Sincerely yours,

*Richard S. Winslow*

Richard S. Winslow  
Acting Secretary-General

Enclosure

Mrs. Franklin Delano Roosevelt,  
United States Member of the  
Human Rights Commission,  
Economic and Social Council,  
29 Washington Square,  
New York, N.Y.

Pass No. 4

This is to certify that the Bearer:

MRS. FRANKLIN D. ROOSEVELT

is a Member of the  
UNITED STATES DELEGATION  
TO THE 1948 GENERAL ASSEMBLY  
OF THE UNITED NATIONS  
PARIS, FRANCE

*Richard S. Winslow*  
Signature

*RSW*  
Richard S. Winslow  
Secretary General