

① 556.9 mi start of trip to northwest

on ACS Speaking tour, left Oct 15 at 9:00 am

Ramada Inn Boise 10.50 single + tax

Oct-16 lunch 2.75 Oct 17 breakfast 2.50

Thunderbird Lodge Pullman \$13.00 single rate + tax

George du Vall n. of Wash "gas gun"

Ridpath Inn Spokane *.70 bellhop. (single rate 15.00
 $+ 7.5$ - tax)

Mattley Bridge Toll 1.00 meals 8.90

Thunderbird motor Inn Portland ²⁰ all. (single rate ~~16.00~~ + tax)

Side trip

up 7:30 am Oct 19

17 52.5 mi to 1909.5 mi on return = 157 mi

(2)

Oct 19, 1973

Univ. Travel Lodge, Seattle

single rate \$11.00 + tax

Oct. 20, Hampden House, Richland

single rate \$13.00 + tax

House 3077.0 mi at end of trip Oct 21 9 pm

- 557. mi

2520 miles

- 157 mi Wah Chang Corp. side trip

2373

Wah Chang

Ed Baroch

Dir of Metallurgical Research

Geo Kennedy is consultant for Wah Chang on diamond making.

They have small facility using "modified piston cylinder" and ~ 5 people making diamonds.

They are after "saw grade" diamonds and have variable results of from 1-30% saw grade per run.

They might be interested in obtaining a cubic cubic press from me. H JH 19 Oct 1972
visit to Wah-Chang, Albany Ore.

Pict. cut \$ 8.
op. Grave. ~ 60.
Vault
Fan Flowers 50.
Marker to grave
Casket +
service

← see Dave Beech

←

Commercial Horing Co. 3453 N. W. Lyon

Portland 224-4309 - Horing to 22" I.D. x 60' deep
boring to 14" I.D. x 35' deep. Stock to 14" I.D. x 1" wall

~~East Seattle - Ellensburg - Vantage~~

~~then South East Joll.~~

~~Shore Seattle - Ellensburg - Yakima.~~



American Chemical Society

REQUEST FOR PAYMENT VOUCHER - TRAVEL EXPENSE

Date 26 Oct 1972

(Please type or print except where signature is requested. See pages 3 & 4 for instructions.)

Each line limited to 28 characters and spaces. These lines will appear on check issued in payment of this voucher.

TO: (Payee) Dr. H. Tracy Hall

ADDRESS: (For delivery of check by ACS Interoffice Mail, enter Room No. and Office Name in "street field" below.)

Street Chem. Dept. Brigham Young U.

City, State & Zip Code Provo, Utah 84601

Special Instructions for Mailing of Check, if any (will not appear on check)

H. TRACY HALL
1711 N. LAMBERT LANE
PROVO, UTAH 84601

PURPOSE OF TRAVEL: (Please be specific: include persons and/or organizations visited; reasons for visit; or meeting attended, including location.) ACS Lecture Tour OC-10(A), 1972

DEPARTURE DATE: Oct 15, 9:00 AM RETURN DATE: Oct 21, 9:00 pm 1972

I. TRANSPORTATION - For each type of conveyance used, please enter:

MODE (AIR, RAIL, BUS, PERSONAL AUTO, RENTAL CAR, OTHER)	For Air, Rail or Bus Enter CLASS OF SERVICE (Inst. #3)	For Personal Auto Enter NUMBER OF MILES (Inst. #4)	ITINERARY		TOTAL AMOUNT OF EXPENSE	
			FROM (City & State)	TO (City & State)	Reimbursable	Charged Directly to ACS Account
Personal Auto		2373	Provo - Pullman - Moscow - Spokane -		\$ 284.76	\$
		X12	Portland - Parkers Landing - Seattle -			
		284.76	Richland - Provo			

II. TOTAL OF ALL OTHER TRAVEL EXPENSES, as detailed on page 2 (over) 172.05

TOTAL EXPENSES \$ \$

LESS: ADVANCE 0

*BALANCE \$ 456.81

*If advance exceeds total reimbursable expenses, please attach your check payable to ACS for the balance.

I certify that the above expenses were incurred by me in connection with travel on ACS business.

SIGNED (Payee) H. Tracy Hall
 (unsigned vouchers will be returned)

DIVISION AND PROGRAM OR OFFICE TO BE CHARGED:

DIVISION _____ PROGRAM OR OFFICE _____

APPROVAL SIGNATURES:

FOR DIVISION _____ (Signature) _____ (Date) FOR PROGRAM OR OFFICE _____ (Signature) _____ (Date)

FOR CONTROLLER'S OFFICE USE:

VOUCHER NO. [] INV. REF. []

LEDGER DESCRIPTION -

REIMB. TRAVEL

KEYPUNCHED BY _____ VERIFIED BY _____

APPROVED BY _____ AUDITED BY _____

CHECK NO. _____ DATE _____

ACCOUNT DISTRIBUTION

Account Class & No.	Amount	Account Class & No.	Amount
	\$		\$

PART II. TRAVEL EXPENSES OTHER THAN TRANSPORTATION COSTS:

DATE →	DAILY EXPENSES								EXPENSE TOTALS		
	oct 15	16	17	18	19	20	oct 21			Reimbursable	Charged Directly to ACS
TAXIS, LIMOUSINES & OTHER LOCAL TRANSPORTATION											
ROOM CHARGES, PER ATTACHED HOTEL RECEIPT (SEE INST #8)	10.82	13.65	15.75	16.80	11.55	15.75	—			84.32	
MEALS, TIPS & BAGGAGE HANDLING (SEE INST #9)	5.28	8.28	8.90	7.50	8.00	6.50	9.00			53.46	
PARKING; HIGHWAY AND BRIDGE TOLLS	—	—	1.70	2.50	.50	1.00	—			5.70	
TELEPHONE AND TELEGRAPH (SEE INST #10)	2.20	—	1.38	.15	4.95	3.14	—			11.82	
CLEANING, LAUNDRY & VALET CHARGES (SEE INST #10)											
ENTERTAINMENT (SEE INST #11 & DESCRIBE EACH FUNCTION BELOW)											
OTHER EXPENSES (ITEMIZE OVER \$10)	3.00	4.75	2.50	3.50	—	—	3.00			16.75	
TOTALS PER DAY	21.30	26.68	30.23	30.45	25.00	26.39	12.00				
TOTAL TRAVEL EXPENSES OTHER THAN TRANSPORTATION COSTS (Carry forward to Line II, Page 1)									172.05	\$ 172.05	\$

TRAVELER'S NOTES, COMMENTS, EXPLANATIONS OF UNUSUAL ITEMS, ENTERTAINMENT DESCRIPTION, ETC.—

Wife accompanied me on trip. Single room charges are shown. Her meals are not included. Wife assisted with driving.

If I had traveled by air there would have been six rd trips from town to airport including the 100 mi rd trip Provo - Salt Lake Airport

Air travel does not agree with me and when possible I avoid it

7. Complete itineraries and all costs incurred in connection with travel must be listed on this voucher. Those costs which are chargeable directly to the American Chemical Society should be listed in the direct charge column. All other "out-of-pocket expenses" are listed in the reimbursable column. Any items of personal expenses charged directly to ACS should be shown both as a deduction in the reimbursable column and as an addition in the "charged directly" column.

8. Cost of rooms will be reimbursed on an actual cost basis if the receipted bill from each hotel or motel is attached. The reimbursement shall be at the rate of a single room with bath, if available. Otherwise, a written explanation or justification for a higher charge should be entered in the space provided at the bottom of page 2. The costs of a room shared with persons not on Society business should be prorated on an equitable basis.

9. The expenses of meals, tips and baggage handling are reimbursable on an actual cost basis. Receipts are not required to substantiate such costs if the average per day does not exceed \$15. The average cost per day is computed by dividing the total amount claimed for meals, tips and baggage handling by the total number of days required for each trip; partial travel days are counted as full days; time spent on personal business or business of other organizations is excluded. Also, for the purpose of this computation, the elapsed time for trips by automobile shall be limited to the amount of time that normally would have been required had the trip been made by commercial air carrier. The cost of meals subject to this "average-cost-per-day" guideline applies to the traveler's meals only. Meals for others paid by the traveler are reimbursable as entertainment expenses provided they generally meet the requirements of regulation No. 11, below. In addition, the cost of official meal functions which the traveler is required to attend because of his position or office with ACS may be reimbursable as special costs when explained on the voucher.

10. Reasonable costs of cleaning, laundry and valet are allowed if the duration of the trip is for more than five days or under special circumstances which must be stated on the claim for reimbursement, such as the traveler speaking at meetings, etc. Additionally, the reasonable actual cost of one personal long-distance telephone call for each two days of each trip is allowed. Fees for travelers checks and special costs of foreign travel such as passport and visa expenses, as well as currency exchange fees, are reimbursable.

11. Reasonable costs of meals and other expenses paid by the traveler on behalf of individuals who are not otherwise entitled to reimbursement for travel expenses for the same trip are allowable as entertainment costs if incurrence of the costs was in furtherance of ACS business. Each participant for whom such expenses are claimed must be indicated on the claim for reimbursement and a statement as to the business purpose of the expenses must be included.

12. The following types of expenses are considered personal and are not reimbursable except under unusual circumstances: tuxedo rental; barber and beauty shop expenses; credit card fees; interest or service charges on revolving charge accounts; and any other expenses of a purely personal nature which normally would have been incurred regardless of whether a person is in travel status.

13. Trips involving travel outside the continental limits of the contiguous 48 states of the U.S. must be approved in advance by the Executive Director or his designate, upon recommendation of the appropriate Division Director.

AMERICAN CHEMICAL SOCIETY

Travel Policy and Instructions for Preparation of Travel Expense Voucher

It is a long-standing policy that all persons traveling on behalf of the American Chemical Society are reimbursed by the Society for their reasonable out-of-pocket expenses in connection with such travel. The following regulations, guidelines and procedures have been devised to assure equitable and consistent application of this policy throughout all units of the ACS and are published herewith as a guide to the traveler.

1. Expenses in connection with duly authorized travel on behalf of the ACS generally will be reimbursed in accordance with the following regulations upon presentation of properly prepared vouchers signed by the traveler and approved by the appropriate officer of the activity or program concerned.

2. All pertinent information should be filled in as requested. Unusual circumstances in connection with the travel or the expenses involved should be explained in the space provided at the bottom of page 2. When applicable, charges should be equitably adjusted because of business for other organizations or for personal business.

3. Transportation ticket stubs should accompany this voucher. Reimbursement shall not exceed less-than-first-class fares except when such accommodations are clearly unreasonable or impracticable. If first-class fares are used and the traveler seeks reimbursement, there must be a statement on the voucher as to the reason why first-class fares were necessary; for example: less than first-class was not available for reasons other than unavoidable delay in making reservations; would require circuitous routing or entail additional expenses offsetting savings in fare; or would not make the necessary connections.

4. Expenses for transportation by personally-owned automobile will be reimbursed at 12¢ per mile, plus toll charges and necessary parking fees, if any. Except under unusual circumstances which are explained on the voucher by the traveler, the amount reimbursable for travel by personally-owned automobiles plus related subsistence expenses shall not exceed the cost of travel by commercial air carrier at less than first-class rates, plus related subsistence expenses, plus \$10 in lieu of transportation costs to and from airport.

5. Reimbursement for the use of rental automobiles on authorized travel will be made provided that circumstances make it impossible or impracticable to use other means, and provided that the traveler submits information indicating the necessity for the use of a rental car. Where available the basic compact sedan will be engaged, and, if possible, the rental fees will be charged on an air travel card or other appropriate credit card that will entitle the traveler to the agency's "preferred customer" discount. Reimbursement of full collision insurance for rental cars is *not* allowable and the traveler will indicate "no" on the rental agreement to the collision damage waiver. Any damage claim assessed against the traveler under this clause will be reimbursable by the Society up to \$100 unless the vehicle was used, operated or driven in violation of the provisions of the rental agreement. Regular insurance provided by the rental agency as part of the rental agreement provides coverage for collision damage in excess of \$100.

6. The Society automatically provides \$100,000 of life insurance coverage to all staff members traveling on ACS business. The protection is in effect for the full period during which the individual is involved in business travel, but does not apply to vacation or personal activities undertaken during a business trip. For this reason, premiums for other travel or life insurance paid by staff members on ACS business are not reimbursable as travel expenses. For persons other than staff traveling on ACS business, travel or life insurance premiums paid for coverage up to \$100,000 maximum during a trip on ACS business may be reimbursed as a travel expense.

ROOM	LAST (NAME)	FIRST	INITIAL	OUT	EXPLANATION OF CODE	
169	Hall	Tracy & Mrs.		10-21	D-FLORIST	J-NEWSSTAND
STREET				RATE	E-BEVERAGE	K-BANQUET
1711 No. Lanmert Ln.				15.00	G-DRUGS	L-TIPS
CITY		STATE	ZIP	M-MISC.		
Provo		Utah	84601	NO. 49159		
CLERK	FIRM	IN		FROM	TO	
rn	Brigham Young University	10-20				

DATE	REFERENCE	CHARGES	CREDITS	BALANCE	PICK-UP
OCT 20 th	LD-TG 169	B* 3.14		* 3.14	B* .00 C* 3.14
OCT 20 th	ROOM 169	C* 15.00			
OCT 20 th	TAX 169	C* .75		* 18.89 *	

single rate same as double.

single rate 15.75 incl tax also.

4763 140 115 915
2/73*8A
N TRACY HALL
HANFORD HOUSE
5180530908 RICH
0246905186 LAND 10 21 72
5460100894 WASH

CHARGE TO NAME STREET CITY STATE ZIP

Hanford House
RICHLAND, WASHINGTON
946-7611

ROOM NAME	FOLIO #	FOLIO NO.
221 Hall T.		211 14916
RATE ADDRESS	TO FROM	
\$13.00		single rate 11.00 + .55 tax
NO. PARTY	CITY & STATE	CHARGE TO
2		
YEAR	CARD OR CHECK ACCT. #	CARD/CHECK ISSUED BY
1973	4763 140 115 915	BAC
		GUEST PAYMENT PREFERENCE
		<input type="checkbox"/> CASH <input checked="" type="checkbox"/> CREDIT CARD <input type="checkbox"/> OTHER

1	1		13.00 ROOM
2	2		00.65 TAX
3	3	819F349	13.65
4	4		LDIS 01.43 PHON
5	5		LDIS 01.21 PHON
6	6	819F417	16.29
7	7		LDIS 02.31 PHON
8	8	820F472	18.60
9	9		
10	10		
11	11		
12	12		
13	13		
14	14		
15	15		
16	16		
17	17		
18	18		
19	19		
20	20		
21	21		
22	22		
23	23		
24	24		
25	25		

RESERVE AHEAD FOR ANY TRAVELODGE — CALL TOLL-FREE (800) 255-3050

UNIVERSITY
TRAVELODGE
4725 25th AVENUE NORTHEAST
SEATTLE, WASHINGTON 98105
TEL: 206-525-4612

TELEPHONE METER READING			NO. GUESTS	RATE	FROM FOLIO	TO FOLIO	NO.
BEGINNING	ENDING	TOTAL CALLS					
							038274

ROOM NO.
single rate 16.00 + .80 tax

DATE	REFERENCE	CHARGES	CREDITS	BALANCE	PREVIOUS BALANCE PICK - UP
OCT 18 72	RESTR 631	A* 6.45		* 6.45	C* 6.45
OCT 18 72	ROOM 631	C* 20.00			
OCT 18 72	TAX 631	C* 1.00			
OCT 18 72	PHONE 631	C* .15		* 27.60 *	A* 27.60
OCT 19 72	RESTR 631	A* 6.10		* 33.70	

LAST BALANCE IN THIS COLUMN IS THE AMOUNT DUE UNLESS OTHERWISE INDICATED

CHARGE TO: 115 110 115 115

SIGNATURE: 2/7/72

STREET: HAYDEN ISLAND DRIVE

CITY - STATE: THUNDERBIRD MTL 0810400903 PORT 2336176504 LAND 10 18 72



1401 NORTH HAYDEN ISLAND DRIVE
 PORTLAND, OREGON 97217
 AREA CODE 503 PHONE 283-2111

923 HALL H TRACY PR/MRS 19/00
 OCT 17/72 PROVO UTAH JL/EC 2G WED

F 66314
 THE *Ridpath* HOTEL
 SPOKANE, WASHINGTON

MEMO	DATE	EXPLANATION	CHARGES	CREDITS	BAL. DUE
	1	OCT 17-72	L'DIST	* 1.38	* 1.38
	2	OCT 17-72	ROOM 6000	* 19.00	
	3	OCT 17-72	TAX 6000	* 0.95	
	4	OCT 17-72	PHONE 6000	* 0.25	* 21.58
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				
	21				
	22				
	23				
	24				

single rate 15.75 incl tax

LAST BALANCE IS AMOUNT DUE UNLESS OTHERWISE INDICATED
 Please Return Upper Portion With Your Remittance
 STATEMENT DUE AND PAYABLE WHEN RENDERED



ROOM NO. PARTY **H-11, Tracy**

RATE **14.50** FOLIO NO. **D-62226**

OUT DATE **10/16**

ARRIV. **10/15**

10.50 + .32 tax single rate

1/2 of week 10.53 - 5.26

FROM

TO

L.D. phone 2.20

~~BAE~~

55978815	PB	07.45	RES
	:	02.20	LOPH
	:	09.65	BAI
55086815	:	07.45	RES
	:	14.50	RC
	:	00.44	TAX
	:	24.59	BAI
55221816	PB	24.59	RES
	:	03.08	REST
	:	27.67	BAI

4763-140-115-915

RAMADA INN

111 COLLEGE BLVD. PHONE (208) 342-6538

BOISE, IDAHO 83708

TO _____

BALANCE FORWARD



TELEPHONE: AREA CODE 509 332-2646

800 EAST MAIN STREET

PULLMAN, WASHINGTON 99163

"Thank You - for staying with us!"

NAME H. Tracy Hall

ADDRESS 1711 N. Lambert Lane
Provo, ut.

CITY _____ STATE _____ ZIP CODE _____

REPRESENTING H. Tracy Hall, Inc.

CAR LICENSE NUMBER Temp. E5773L MAKE Ford

STATE Utah NUMBER IN PARTY 2

CREDIT CARD BA. CARD NO. _____

RATE PER DAY \$15 / 1 Bed

DATE	10/16/72	S	M	T	W	T	F	S
PHONE								
VALET								
RESTAURANT	3.03							
ROOM	15							
SALES TAX	0.3							
TOTAL CHARGES	18.78							

PAID

Thanks You

No. 054922

NOTICE TO GUESTS: This property is privately owned and management reserves right to refuse service to anyone, and will not be responsible for accidents or injury to guests or for loss of money, jewelry or valuables of any kind.