

254,022-25

Ottawa, 2nd. May, 1914.

Sir:-

Referring to your letter of the 27th ultimo, I re-enclose herewith your travelling expense account covering the period from the 1st. August to the 31st. March, 1914. It has not been customary for the Department to allow a rate of 10¢ a mile to agents when travelling. You should make out your travelling expense accounts on the regular voucher forms in duplicate, and give the date in every case for the charges made. You should show where you were and how occupied on each date mentioned. If you used your own horse you should make charge at the rate of \$ 1.00, \$1.50 or \$ 2.00 as the case may be according to the length of time the horse travelled. If you hired a horse you should attach a receipt to the voucher for the payment made.

With regard to charges for board each day, I beg to say that if your meals were taken at a hotel, each charge should be supported by a receipt attached to the voucher.

A separate voucher should be prepared for your office expenses. The Department does not object to the charges which you have made in your account but to the manner in which the account has been prepared. The account is returned herewith for amendment as indicated.

Your obedient servant,

R. J. McCamus, Esq.,
Indian Agent,
Keene, Ont.

[Signature]
Asst. Deputy and Secretary

Indian Affairs, Letterbook,
29 April 1914 - 12 May 1914, (R.G. 10, Volume 5515)

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