

COOPERATIVE EXTENSION WORK  
IN  
AGRICULTURE AND HOME ECONOMICS  
STATE OF NORTH CAROLINA

NORTH CAROLINA STATE COLLEGE OF  
AGRICULTURE AND ENGINEERING,  
NORTH CAROLINA COUNTIES AND  
UNITED STATES DEPARTMENT OF  
AGRICULTURE COOPERATING

EXTENSION SERVICE  
OFFICE OF DIRECTOR

POST OFFICE BOX 5157

STATE COLLEGE STATION, RALEIGH, N. C.

September 19, 1956

MEMORANDUM

TO: Chancellor C. H. Bostian

FROM: C. B. Ratchford

The program for the Land-Grant College-TVA Conference, which will be held in Atlanta on October 2 and 3, includes time for a discussion of items of mutual interest. One hour and a half has been set aside for the discussion, and I am sure at least this amount of time will be consumed.

Dr. Durisch and I listed three items which we know are of concern to the Land-Grant Colleges and the TVA. Some sort of decision is imperative on one of the items and would be desirable on another one of the items. The background on the three items listed on the program is as follows:

1. Continuation of Cooperation in 4-H Club Resource Development Camp: Last year the TVA and the seven Land-Grant colleges made plans for holding a regional 4-H Club camp at Fontana. The program was devoted to a discussion of the TVA and its place in development of the resources of the Valley. The camp conflicted with our Farm and Home Week; hence, none of the administrative staff of our college attended the camp. Several of the specialists and one of our District Agents did attend, and I have talked with each of these people. The camp was a big success and a very enjoyable event. We have many 4-H Club activities throughout the year, however, and our people question whether it is worth the effort.

Whether the camp is worthwhile, however, may not be the main consideration in the discussion. It seems that the camp was not properly cleared with Extension administrators in some of the states. The encampment was discussed at the Southern Extension Directors meeting in Texas, and they refused to give approval to the camp. The TVA and some of the people directly connected with the effort feel that it was inappropriate to discuss the matter at the Southern Directors meeting since only seven of the states were involved. Also, there was no one attending the Texas meeting who was fully briefed on the purpose of the camp, its organization, and possible achievements.

The meeting in October will be the place for making the decision as to whether camps will be held in the future. Undoubtedly, the discussion at

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the Southern Directors meeting and the ensuing differences of opinion will be in the background and perhaps come to the forefront as the discussion proceeds. Previous commitments concerning the camp may be a more important factor in the discussion than the value of the camp. I would expect that rather sharp differences of opinion will be brought forth in the discussion.

Mr. Sid Chandler, who is in charge of the Test Demonstration program in Georgia, was largely responsible for the camp being organized in 1956. I would suggest that Dr. Allbaugh of the TVA be asked to give a brief statement on the 1956 camp before the meeting is opened for discussion on the item.

2. Statement of Principles Which Guide Relationships of Colleges, USDA, and TVA in Fertilizer Programs: For many years, all TVA produced fertilizer which was not used by the national defense effort was distributed either to the Agricultural Experiment Station for experimental purposes or through the Extension Service to the Test Demonstration farmers. As the years went by, the Extension Service and the TVA saw the desirability of getting the Extension Service out of the fertilizer business. Hence, through the efforts of the TVA and the Extension Service, arrangements were worked out with farmer cooperatives to handle the fertilizer used in connection with the Test Demonstration program. About this same time, primarily because of reductions in the TVA budget, the TVA embarked on a policy of selling a large part of its fertilizer to farmers. They embarked upon what is now known as the educational sales program. This program has several worthwhile objectives, but one particular phase of the program has created difficulty for the Extension Service. The TVA determined that the fertilizer which it sold should be used to encourage adoption of practices not in common use on farms and conservation practices. They asked the colleges to prepare a list of practices which met the criteria outlined by the TVA. This also did not create any serious difficulty. The TVA went further, however, and asked the colleges to work with the cooperatives in carrying out an educational program on how TVA produced fertilizers could be used in the educational program. For several years the colleges even signed an agreement along with the cooperatives specifying how the material would be distributed and used.

Most of us feel that we have certainly been walking the borderline on becoming involved in a commercial fertilizer sales program.

I would suggest that Dr. Allbaugh or some member of his staff set forth the principles which guide the relationship of the colleges, USDA, and TVA in the fertilizer program. The discussion should indicate the extent to which the TVA expects the colleges to participate, and the colleges should indicate their ideas of the part that they should play, if any, in the sales program.

September 19, 1956

3. Developments in the Test Demonstration Program: You will recall at last year's meeting that the group went on record indicating that the Test Demonstration program should be strengthened. Mr. McCay made a particularly strong plea for additional personnel and an increase in number of Test Demonstration farms. The TVA has secured an increase in appropriations and are increasing the number of personnel working on the Test Demonstration program. I would suggest that the TVA be asked to outline recent developments in the Test Demonstration program and their plans for the future of this program. Discussion of this item should not be controversial but will undoubtedly be lively.

There may be other items of mutual concern to the Land Grant Colleges and the TVA which will come up for discussion. I expect that the three items mentioned above, however, will consume most of the time available.

If you have any questions or if I can be of help to you, please call me.



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Assistant Director

CBR;mfh  
cc: D. W. Colvard  
D. S. Weaver

17 December 1956

Dr. Leland G. Allbaugh, Director  
Division of Agricultural Relations  
Tennessee Valley Authority  
Knoxville, Tennessee

Dear Dr. Allbaugh:

Attached are the copies of the project agreement which have been signed by me. There is a rule of the University of North Carolina that contracts must be signed by the Vice President and Finance Officer; project agreements are to be signed by the Chancellor. It is my understanding that one fully executed copy and two conformed copies will be returned to Director R. L. Lovvorn.

Sincerely yours,

Carey H. Bostian  
Chancellor

CHB:hc  
cc: R. L. Lovvorn

TENNESSEE VALLEY AUTHORITY  
KNOXVILLE, TENNESSEE

December 12, 1956

Dr. Carey H. Bostian, Chancellor  
North Carolina State College  
Raleigh, North Carolina

Dear Dr. Bostian:

Attached are four copies of a revised project agreement on our cooperative watershed research at Waynesville, developed by our respective staffs. Contrary to Director Lovvorn's impression, it is necessary that we return this for appropriate signature on behalf of your office.

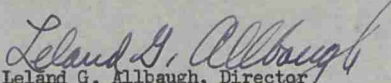
The section on "Project Agreements and Work Plans and Budgets," page 4 of the present master contract No. TV-13434A between The Consolidated University of North Carolina and TVA, contains this provision: "Project agreements will be executed through the Chancellors for University and by the General Manager of TVA." We assume that this provision reflects the wishes of the President of the University as expressed in negotiation of the contract in 1952 and feel that we must conform to it until changed by formal amendment. If you find that the provision is at variance with the University's present administrative requirements, we shall be glad to initiate an appropriate amendment to the contract.

Previously, some of the project agreements have been signed by you, some by the Vice President and Finance Officer, and some by the Assistant Controller and Business Manager. For this reason the title of the signing officer was left for insertion by the institution.

Please return all signed copies of this agreement to me for submittal to General Manager Wagner. In accordance with Director Lovvorn's request, one fully executed copy and two conformed copies will be returned to him.

Sincerely yours,

TENNESSEE VALLEY AUTHORITY

  
Leland G. Allbaugh, Director  
Division of Agricultural Relations

Enclosures: 4

CC: R. L. Lovvorn, Director of Research



WAKE FOREST COLLEGE NEW CAMPUS UNDER CONSTRUCTION AT REYNOLDA, WINSTON-SALEM, NORTH CAROLINA

OFFICE OF THE PRESIDENT  
WAKE FOREST, N. C.

March 10, 1956

Chancellor Carey H. Bostian  
North Carolina State College  
Raleigh, North Carolina

Dear Chancellor Bostian:

On behalf of our entire Wake Forest College family I want to thank you for your gracious letter of March 9 concerning our rally in honor of the State College Basketball Team Wednesday morning. I agree with you that such occasions help to strengthen good relations between the two schools and good sportsmanship in general.

All of us over here want to do our best to defeat State College in basketball, but once State defeats us for the championship we want to recognize the fact that State has the superior team. And when State represents our Conference in national contests we feel that your team in a sense represents us and is also our team.

It is my personal conviction that good athletic relationships, including keen rivalry within the context of good sportsmanship, can do and should do much good. But I feel that always we should keep our attention focused upon the greater objective in terms of the best possible program of higher education for the entire state. It is in this sense that I value the good fellowship with you and members of your staff. And it is a genuine pleasure to have fellowship in athletics with Coach Case. He is a great coach, and a real gentleman. We consider him and you and all the State College group as our good friends.

Let me thank you also for your gracious invitation to Mrs. Tribble and me to attend the Hollywood Ice Show. I shall write you within the next two or three days suggesting the dates that will be convenient for us. We accept your invitation with genuine pleasure, for we enjoy such events.

Cordially yours,

HWT:esd

March 9, 1956

Dr. H. W. Tribble, President  
Wake Forest College  
Raleigh, North Carolina

Dear President Tribble:

The demonstration of friendship and sportsmanship made by Wake Forest College last Wednesday was very unusual and genuinely appreciated by our students and staff.

Mrs. Bostian and I canceled our plans to go out that night so that we might hear the recording which WPTF had made of the entire program. We were thrilled to hear the wonderful statements made by you, the players and coaches of Wake Forest. You have gotten off to a big lead in the running for the sportsmanship award to be given at the end of the season next year.

The very friendly relations between Wake Forest and State continue to be very satisfying and this gesture on the part of you folks will do much to continue this good understanding. The individual who originated the idea deserves the most hearty commendation.

With every good wish for the continued success of yourself and of Wake Forest,

Sincerely yours,

Carey H. Bostian  
Chancellor

CHB:H

State College  
Raleigh, N. C.

[SAMPLES]  
Date December 19, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department College Extension Division

Staff Member for Whom Request is Made Arthur W. Waltner

Where Raleigh to Oak Ridge, Tenn., to Pittsburgh, Pa., to Detroit, Mich., to Ann Arbor, Mich., to Lemont, Ill., and return to Raleigh.

Purpose of Trip To accompany students currently enrolled in the Nuclear Training Short Course to the Argonne National Laboratory in Lemont, Ill.

To visit Atomic Energy Commission facilities at points between Raleigh and Lemont, Ill.

Date of Departure January 20, 1957

Date of Return January 30, 1957

Estimated Cost of Travel \$85.00

Estimated Cost of Subsistence \$110.00

Fund to Which the Cost of Trip will be Charged Nuclear Training Short Course (Non Reportable)

Means of Travel Bus and Train

SIGNED

RECOMMENDED

APPROVED

Dean

Chancellor

- NOTE: 1. Execute requests in triplicate approximately ten days prior to making the trip.  
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

DEC 28

JAN 1



RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

METHOD OF TRAVEL \_\_\_\_\_

State College  
Raleigh, N. C.

Date December 19, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department College Extension Division

Staff Member for Whom Request is Made David B. Stansel

Where Raleigh to Oak Ridge, Tenn., to Pittsburgh, Pa., to Detroit, Mich., to Ann Arbor, Mich., to Lemont, Ill., and return to Raleigh.

Purpose of Trip To accompany students currently enrolled in the Nuclear Training Short Course to the Argonne National Laboratory in Lemont, Ill.

To visit Atomic Energy Commission facilities at points between Raleigh and Lemont, Ill.

Date of Departure January 20, 1957

Date of Return January 30, 1957

Estimated Cost of Travel \$85.00

Estimated Cost of Subsistence \$110.00

Fund to Which the Cost of Trip will be Charged Nuclear Training Short Course (Non Reportable)

Means of Travel Bus and Plane

SIGNED

*David B. Stansel*

RECOMMENDED

*Edward R. Pugh*

Dean

APPROVED

*CAB*  
Chancellor

- NOTE: 1. Execute requests in triplicate approximately ten days prior to making the trip.  
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

DEC 28

JAN 1

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

METHOD OF TRAVEL \_\_\_\_\_

State College  
Raleigh, N. C.

Date **December 11, 1956**

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department College Extension Division

Staff Member for Whom Request is Made Eugene Starnes

Where Athens, Georgia

Purpose of Trip To attend Southeastern Committee meeting of the NUEA relative to  
Senate Bill on Extension Appropriation. Mr. Starnes will be conducting

a short course in Hendersonville, N. C., immediately prior to January 9.

It will thus be desirable for him to drive a state car to Athens.

Date of Departure January 9, 1957

Date of Return January 11, 1957

Estimated Cost of Travel None

Estimated Cost of Subsistence \$33.00

Fund to Which the Cost of Trip will be Charged College Extension Division

Means of Travel State car

SIGNED

RECOMMENDED

Edward Ruggles  
Director, College Extension Division

APPROVED

CHB  
Chancellor

- NOTE: 1. Execute requests in triplicate approximately ten days prior to making the trip.  
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

DEC 30

DEC 28

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP?

METHOD OF TRAVEL

*[Handwritten signature]*  
1972

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

SCHOOL OF AGRICULTURE  
N. C. STATE COLLEGE - RALEIGH

DATE March 13, 1956

DEPARTMENT Agricultural Economics

STAFF MEMBER FOR WHOM REQUEST IS MADE C. E. Bishop

WHERE To Asheville, N. C. and Knoxville, Tenn.

PURPOSE OF TRIP To report to the TVA personnel on the results of the research projects conducted cooperatively by the North Carolina Agricultural Experiment Station and the Tennessee Valley Authority.

DATE OF DEPARTURE 3-25-56

DATE OF RETURN 3-29-56

ESTIMATED COST OF TRAVEL \$34.35

ESTIMATED COST OF SUBSISTENCE \$45.

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED Miscellaneous Gifts

MEANS OF TRAVEL Plane

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? \_\_\_\_\_

SIGNED H.B. James  
DEPARTMENT HEAD

APPROVED:

SPECIALIST IN CHARGE

RECOMMENDED W. C. Colvard  
DEAN

R. Hoover  
DIRECTOR

APPROVED CHB  
CHANCELLOR

- NOTE: 1. EXECUTE REQUESTS IN TRIPLICATE APPROXIMATELY TEN DAYS PRIOR TO MAKE TRIP.
- 2. MAXIMUM ALLOWANCE FOR SUBSISTENCE IS \$11.00 PER DAY.

(OVER)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>COST</u>	<u>SOURCE OF FUNDS</u>
Clemson, S. C.	Southeast Regional Land Tenure Research Meeting	None	Farm Foundation
New York, N. Y.	A winter meeting of the American Farm Economics Association	\$16.41	State
Atlanta, Ga.	To discuss research in part-time farming and land tenure	No cost to state.	
Fayetteville, Ark.	To discuss current and proposed research in poultry marketing with Southeastern Regional Poultry Marketing Committee	\$110.	State
New York, N. Y.	To discuss cooperative research work conducted by N. C. Agr. Exp. Station and TVA on the problems confronting low-income farmers.	\$83.10	TVA

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>ESTIMATED COST</u>

METHOD OF TRAVEL Plane

FORM AGR-1

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

SCHOOL OF AGRICULTURE  
N. C. STATE COLLEGE - RALEIGH

DATE February 27, 1956

DEPARTMENT Agricultural Economics

STAFF MEMBER FOR WHOM REQUEST IS MADE C. E. Bishop

WHERE New York

PURPOSE OF TRIP To discuss cooperative research work conducted by North Carolina Agriculture Experiment Station and Tennessee Valley Authority on the problems confronting low-income farmers.

DATE OF DEPARTURE 3-8-56

DATE OF RETURN 3-10-56

ESTIMATED COST OF TRAVEL \$60.39

ESTIMATED COST OF SUBSISTENCE \$22.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED Miscellaneous Gifts

MEANS OF TRAVEL Plane

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? NONE

APPROVED:

SIGNED H.B. James  
DEPARTMENT HEAD

SPECIALIST IN CHARGE

RECOMMENDED W. Coe  
DEAN

H. A. Stewart  
DIRECTOR

APPROVED CHB  
CHANCELLOR

- NOTE: 1. EXECUTE REQUESTS IN TRIPLICATE APPROXIMATELY TEN DAYS PRIOR TO MAKE TRIP.  
 2. MAXIMUM ALLOWANCE FOR SUBSISTENCE IS \$11.00 PER DAY.

(OVER)



RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>COST</u>	<u>SOURCE OF FUNDS</u>
<u>Glemson, S. C.</u>	<u>Southeast Regional Land Tenure Research Meeting</u>	<u>None</u>	<u>Farm Foundation</u>
<u>New York, N. Y.</u>	<u>A winter meeting of the American Farm Economics Association</u>	<u>\$16.41</u>	<u>State</u>
<u>Atlanta, Ga.</u>	<u>To discuss research in part-time farming and land tenure</u>	<u>No cost to state</u>	
<u>Fayetteville, Ark.</u>	<u>To discuss current and proposed research in poultry marketing with Southeastern Regional Poultry Marketing Committee</u>	<u>\$118.</u>	<u>State</u>

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>ESTIMATED COST</u>

METHOD OF TRAVEL Plane

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

SCHOOL OF AGRICULTURE  
N. C. STATE COLLEGE - RALEIGH

DATE December 14, 1956

DEPARTMENT Animal Industry

STAFF MEMBER FOR WHOM REQUEST IS MADE R. M. Lyons

WHERE Home De Grace, Maryland

PURPOSE OF TRIP Return Jersey Bull to owner; and to pick up cattle from Howland Farms in Brattleboro, Vermont which are being presented to State College

DATE OF DEPARTURE ~~January 2, 1956~~ Dec. 26, 1956

DATE OF RETURN January 4, 1956

ESTIMATED COST OF TRAVEL ~~RECEIVED~~ 0

ESTIMATED COST OF SUBSISTENCE ~~RECEIVED~~ \$85.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED Station-State (Dairy Farm)

MEANS OF TRAVEL Dept. Truck

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? Malcolm Montgomery

SIGNED [Signature]  
DEPARTMENT HEAD

APPROVED:

RECOMMENDED [Signature]  
DEAN

SPECIALIST IN CHARGE

DIRECTOR [Signature]

APPROVED [Signature]  
CHANCELLOR

- NOTE: 1. EXECUTE REQUESTS IN TRIPPLICATE APPROXIMATELY TEN DAYS PRIOR TO MAKE TRIP.  
2. MAXIMUM ALLOWANCE FOR SUBSISTENCE IS \$11.00 PER DAY.

(OVER)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>COST</u>	<u>SOURCE OF FUNDS</u>
Sanford, Maine	Visit herds and attend sales	20.00	I.B. Program
Univ. Park, Penn.	transport bull calf to NCIEP Stud	75.00	" "
Ind. Ind.	Amer. Breeders Service	-	ABS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>ESTIMATED COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

METHOD OF TRAVEL \_\_\_\_\_

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

SCHOOL OF AGRICULTURE  
N. C. STATE COLLEGE - RALEIGH

DATE DECEMBER 17, 1956

DEPARTMENT ADMINISTRATION (COLLEGE)

STAFF MEMBER FOR WHOM REQUEST IS MADE D. W. COLVARD

WHERE NEW YORK CITY AND RETURN

PURPOSE OF TRIP TO PARTICIPATE IN MEETINGS OF THE AMERICAN ASSOCIATION FOR THE  
ADVANCEMENT OF SCIENCE, TO PRESIDE OVER A SYMPOSIUM, TO ATTEND THE MEETING OF THE  
OPERATING EXECUTIVE COMMITTEE ON GRASSLAND FARMING AS THE LAND GRANT COLLEGE LIAISON  
REPRESENTATIVE AND TO REPRESENT NORTH CAROLINA STATE COLLEGE IN THE NATIONAL MEETING  
OF PHI KAPPA PHI.

DATE OF DEPARTURE DECEMBER 27, 1956

DATE OF RETURN DECEMBER 29, 1956

ESTIMATED COST OF TRAVEL \$54.90

ESTIMATED COST OF SUBSISTENCE \$33.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED STATION ADMINISTRATION

MEANS OF TRAVEL \_\_\_\_\_

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? \_\_\_\_\_

APPROVED: \_\_\_\_\_ SIGNED \_\_\_\_\_  
DEPARTMENT HEAD

SPECIALIST IN CHARGE \_\_\_\_\_ RECOMMENDED \_\_\_\_\_  
DEAN

DIRECTOR \_\_\_\_\_ APPROVED \_\_\_\_\_  
CHANCELLOR *CHB*

NOTE: 1. EXECUTE REQUESTS IN TRIPPLICATE APPROXIMATELY TEN DAYS PRIOR TO MAKE TRIP.  
2. MAXIMUM ALLOWANCE FOR SUBSISTENCE IS \$11.00 PER DAY.

(OVER)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>COST</u>	<u>SOURCE OF FUNDS</u>
<u>ST. PETERSBURG, FLA.</u>	<u>WORK CONF. ON NUCLEAR ENERGY</u>	<u>\$140</u>	<u>COLLEGE</u>
<u>WASHINGTON, D.C.</u>	<u>LAND GRANT COLLEGE MEETINGS</u>	<u>61</u>	<u>"</u>
<u>INDIANA, WISCONSIN, MICHIGAN</u>	<u>MIDWEST TOUR WITH AGR. LEADERS</u>	<u>22</u>	<u>STA.-ADM.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>ESTIMATED COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

METHOD OF TRAVEL \_\_\_\_\_

SEP 25

FORM AGR-1

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

SCHOOL OF AGRICULTURE  
N. C. STATE COLLEGE - RALEIGH

DATE September 19, 1956

DEPARTMENT Animal Industry

STAFF MEMBER FOR WHOM REQUEST IS MADE Dr. James G. Leese

WHERE Gainesville, Florida

PURPOSE OF TRIP To attend meeting of the Technical Advisory Committee of 8-30 and to present annual progress report. To exchange vital information on the nature of vibriosis in cattle.

DATE OF DEPARTURE October 29, 1956

DATE OF RETURN November 1, 1956

ESTIMATED COST OF TRAVEL \$57.80

ESTIMATED COST OF SUBSISTENCE \$14.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED S-17C

MEANS OF TRAVEL Air (Commercial)

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? None

SIGNED [Signature]  
DEPARTMENT HEAD

APPROVED:

RECOMMENDED [Signature]  
DEAN

SPECIALIST IN CHARGE

DIRECTOR [Signature]

APPROVED [Signature]  
CHANCELLOR

- NOTE:
1. EXECUTE REQUESTS IN TRIPPLICATE APPROXIMATELY TEN DAYS PRIOR TO MAKE TRIP.
  2. MAXIMUM ALLOWANCE FOR SUBSISTENCE IS \$11.00 PER DAY.

(OVER)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>COST</u>	<u>SOURCE OF FUNDS</u>
	<b>None</b>		

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>ESTIMATED COST</u>
<del>Detroit, Mich.</del>	<del>To attend meeting of Society of American Bacteriologists</del>	<del>\$75.00</del>

METHOD OF TRAVEL Railroad

APR 16

FORM AGR-1

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

SCHOOL OF AGRICULTURE  
N. C. STATE COLLEGE - RALEIGH

DATE April 10, 1956

DEPARTMENT Animal Industry Veterinary Section

STAFF MEMBER FOR WHOM REQUEST IS MADE Dr. James G. Leese

WHERE University of Texas Medical Branch, Galveston, Texas

PURPOSE OF TRIP Consult with group of eminent scientists on latest information concerning the host parasite relationship in living cells. Such timely and vital subjects to our program as immunity in virus diseases, resistance of the parasite, metabolic inter-relationships between host and parasite and mechanism of antibody production will be discussed by the leaders in the field. This is a rare opportunity for anyone working in microbiology of infectious diseases to obtain information of the highest calibre. I feel because my research is so closely allied with the subjects to be discussed that I should avail myself of this opportunity.

DATE OF DEPARTURE April 26

DATE OF RETURN April 29

ESTIMATED COST OF TRAVEL \$112.60

ESTIMATED COST OF SUBSISTENCE \$33.00

**ANIMAL INDUSTRY ADMINISTRATION STATE TRAVEL**

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED \_\_\_\_\_

MEANS OF TRAVEL Commercial airlines

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? None

SIGNED J.W. Dow  
DEPARTMENT HEAD

APPROVED:

RECOMMENDED W.C. Coe  
DEAN

SPECIALIST IN CHARGE  
W.E. Colwell  
DIRECTOR

APPROVED CHB  
CHANCELLOR

- NOTE: 1. EXECUTE REQUESTS IN TRIPLICATE APPROXIMATELY TEN DAYS PRIOR TO MAKE TRIP.  
2. MAXIMUM ALLOWANCE FOR SUBSISTENCE IS \$11.00 PER DAY.

(OVER)



RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>COST</u>	<u>SOURCE OF FUNDS</u>
	None		

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>ESTIMATED COST</u>
	None	

METHOD OF TRAVEL \_\_\_\_\_

NOTE: \_\_\_\_\_

State College  
Raleigh

Date October 30, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department History and Political Science

Staff Member for Whom Request is Made Assistant Professor Abraham Holtzman

Where Gatlinburg, Tennessee

Purpose of Trip Attendance at the annual meeting of the Southern Political  
Science Association. Dr. Holtzman is on the program of this association and  
will also assist me in interviewing people interested in joining our faculty.

Date of Departure November 8, 1956

Date of Return November 10, 1956

Estimated Cost of Travel \$43.00

Estimated Cost of Subsistence \$33.00

Fund to Which the Cost of Trip will be Charged 266-13

Means of Travel Air to Knoxville. Bus to Gatlinburg.

SIGNED Preston W. Edsall

RECOMMENDED Charles H. Hixson  
Dean

APPROVED CHB  
Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO PURPOSE COST SOURCE OF FUNDS

None

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO PURPOSE ESTIMATED COST

None

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? Dr. Preston Edsall

METHOD OF TRAVEL Air and bus

State College  
Raleigh

Date October 30, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department History and Political Science

Staff Member for Whom Request is Made Professor P. W. Edsall

Where Gatlinburg, Tennessee

Purpose of Trip Attendance at the annual meeting of the Southern Political  
Science Association. I shall be interviewing possible candidates for positions  
in the Department of History and Political Science.

Date of Departure November 8, 1956

Date of Return November 10, 1956

Estimated Cost of Travel \$43.00

Estimated Cost of Subsistence None

Fund to Which the Cost of Trip will be Charged 266-13

Means of Travel Air to Knoxville. Bus to Gatlinburg.

SIGNED

Preston W. Edsall

RECOMMENDED

Charles H. Hester  
Dean

APPROVED

Chancellor  
Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS
	None		

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST
	None	

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? Dr. A. Holtzman

METHOD OF TRAVEL Air and bus

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

NOV 15

School of Agriculture  
N. C. State College - Raleigh

Date November 8, 1956

DEPARTMENT Administration

STAFF MEMBER FOR WHOM REQUEST IS MADE C. B. Ratchford

WHERE Washington, D. C.

PURPOSE OF TRIP To participate in the regular fall meeting of the Technical Sub-Committee of the Cotton and Cottonseed Advisory Committee. This committee meets each fall to review proposals for use of research and marketing act funds in research, education, and service programs. I am an official representative of the Extension Service on this committee.

DATE OF DEPARTURE November 28, 1956

DATE OF RETURN November 29, 1956

ESTIMATED COST OF TRAVEL \$33.00

ESTIMATED COST OF SUBSISTENCE \$15.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED Extension

MEANS OF TRAVEL Plane

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? None

DATE \_\_\_\_\_ APPROVED Specialist In Charge

DATE \_\_\_\_\_ SIGNED Department Head (District Agt. for County Agt.)

DATE 11-9-56 APPROVED D. Weaver  
Director or Assistant

RECOMMENDED D. W. Colvard  
Dean

APPROVED CHB  
Chancellor

- NOTE: 1. Prepare four copies at least 15 days prior to making the trip and send to your Specialist In Charge (District Agents for County Agents).  
2. Maximum allowance for subsistence is \$11.00 per day.



REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

School of Agriculture  
N. C. State College - Raleigh

Date October 16, 1956

DEPARTMENT Division of Agricultural Information

STAFF MEMBER FOR WHOM REQUEST IS MADE H. M. Wilkinson

WHERE Chicago, Illinois

PURPOSE OF TRIP To participate on instructional panel and explain techniques used in farm television programs originating at N. C. State College. (Kinescope recordings have been made and submitted to National Program Committee Chairman). The panel is sponsored by the National Association of Television and Radio Farm Program Directors.

DATE OF DEPARTURE November 21, 1956

DATE OF RETURN November 29, 1956

ESTIMATED COST OF TRAVEL \$93.39

ESTIMATED COST OF SUBSISTENCE \$88.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED Agr. Extension

MEANS OF TRAVEL Air

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? \_\_\_\_\_

DATE \_\_\_\_\_ APPROVED \_\_\_\_\_  
Specialist In Charge

DATE \_\_\_\_\_ SIGNED [Signature]  
Department Head (District Agt. for County Agt.)

DATE 11-2-56 APPROVED [Signature]  
Director or Assistant

RECOMMENDED [Signature]  
Dean

APPROVED [Signature]  
Chancellor

- NOTE: 1. Prepare four copies at least 15 days prior to making the trip and send to your Specialist In Charge (District Agents for County Agents).  
2. Maximum allowance for subsistence is \$11.00 per day.





REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

School of Agriculture  
N. C. State College - Raleigh

Date October 26, 1956

DEPARTMENT DAIRY EXTENSION - ANIMAL INDUSTRY

STAFF MEMBER FOR WHOM REQUEST IS MADE Marvin E. Senger, Dairy Extension Specialist

WHERE Roanoke, Virginia

PURPOSE OF TRIP To meet with Jersey and Holstein regional representatives (two meetings) to plan and coordinate field activities for coming year. I will present and lead a discussion on production testing at the conference. Further plans have been made to meet with extension dairymen present to discuss developments for central calculating of DHIA records.

DATE OF DEPARTURE November 16, 1956

DATE OF RETURN November 19, 1956

ESTIMATED COST OF TRAVEL Use State Car--approximately 260 miles round trip

ESTIMATED COST OF SUBSISTENCE \$35.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED Agricultural Extension

MEANS OF TRAVEL Automobile--State Car

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? None

DATE Oct 26/56 APPROVED Marvin E. Senger  
Specialist In Charge

DATE Oct 26, 1956 SIGNED J. W. Don  
Department Head (District Agt. for County Agt.)

DATE 10-31-56 APPROVED J. W. Don  
Director or Assistant

RECOMMENDED J. W. Don  
Dean

APPROVED \_\_\_\_\_  
Chancellor

- NOTE: 1. Prepare four copies at least 15 days prior to making the trip and send to your Specialist In Charge (District Agents for County Agents).  
2. Maximum allowance for subsistence is \$11.00 per day.

A. RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

(All trips on official time -- whether any cost to State or not.)

<u>TO</u>	<u>PURPOSE</u>	<u>COST</u>	<u>SOURCE OF FUNDS</u>
Atlanta, Georgia	Regional Meeting of Dairy Specialists on Weigh-A-Day-A-Month plan	\$55.00	Ag. Ext.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR  
(If none, so state)

<u>TO</u>	<u>PURPOSE</u>	<u>ESTIMATED COST</u>
Birmingham, Ala	Present paper at Southern Agri. Workers Meeting	\$60.00
Stillwater, Okla.	Annual Meeting of American Dairy Science Association	\$65.00
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

School of Agriculture  
N. C. State College - Raleigh

Date Oct. 23, 1956

DEPARTMENT Agricultural Extension Service - Administration

STAFF MEMBER FOR WHOM REQUEST IS MADE D. S. Weaver

WHERE Washington, D. C.

PURPOSE OF TRIP To attend the annual meeting of the Land-Grant College Association.

DATE OF DEPARTURE November 10, 1956

DATE OF RETURN November 16, 1956

ESTIMATED COST OF TRAVEL \$35.00 - Plane, limousines and taxis.

ESTIMATED COST OF SUBSISTENCE \$60.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED Agricultural Extension

MEANS OF TRAVEL Plane

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? C. B. Ratchford,  
Miss Verna Stanton

DATE \_\_\_\_\_ APPROVED \_\_\_\_\_  
Specialist In Charge

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_  
Department Head (District Agt. for County Agt.)

DATE 10/23/56 APPROVED D. S. Weaver  
Director or Assistant

RECOMMENDED D. S. Coenard  
Dean

APPROVED CHB  
Chancellor

- NOTE: 1. Prepare four copies at least 15 days prior to making the trip and send to your Specialist In Charge (District Agents for County Agents).  
2. Maximum allowance for subsistence is \$11.00 per day.



REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

School of Agriculture  
N. C. State College - Raleigh

Date October 15, 1956

DEPARTMENT Animal Husbandry Extension

STAFF MEMBER FOR WHOM REQUEST IS MADE John A. Christian

WHERE Timonium, Maryland

PURPOSE OF TRIP To assist with Intercollegiate Meat Judging Contest. It is often necessary for us to assist other institutions with events of this kind since we often request this same type of assistant from them. TO ACT AS OFFICIAL

JUDGE AT MEET JUDGING CONTEST AT REQUEST OF MR. NEWMAN OF NATIONAL LIVESTOCK AND MEAT BOARD.

DATE OF DEPARTURE November 11, 1956

DATE OF RETURN November 14, 1956

ESTIMATED COST OF TRAVEL State Car

ESTIMATED COST OF SUBSISTENCE \$40.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED Extension

MEANS OF TRAVEL State Car

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? J. W. Dudley, Jr., and James Patterson

DATE Oct 13 APPROVED Jack Kelly  
Specialist in Charge

DATE 10/15/56 SIGNED J. W. Don  
Department Head (District Agt. for County Agt.)

DATE 10/25/56 APPROVED J. A. Newman  
Director or Assistant

RECOMMENDED D. C. Leonard  
Dean

APPROVED CMB  
Chancellor

- NOTE: 1. Prepare four copies at least 15 days prior to making the trip and send to your Specialist in Charge (District Agents for County Agents).  
2. Maximum allowance for subsistence is \$11.00 per day.



DATE DECEMBER 21, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

DEPARTMENT SCHOOL OF DESIGN

STAFF MEMBER FOR WHOM REQUEST IS MADE HENRY L. KAMPHOEFRER

WHERE SAN FRANCISCO, CALIFORNIA

PURPOSE OF TRIP I WILL MADE A TRIP TO SAN FRANCISCO AND LOS ANGELES AT THE END OF THE CHRISTMAS HOLIDAYS. THE EXPENSES OF THE TRIP WILL BE PAID BY A SOURCE OUTSIDE OF STATE FUNDS. WHILE ON THIS TRIP I WANT TO SPEND PARTS OF TWO DAYS IN SAN FRANCISCO AND LOS ANGELES IN THE INTEREST OF THE COLLEGE, CONFERRING WITH PERSONS WHO MAY BE CANDIDATES FOR PERMANENT AND VISITING POSITIONS ON THE SCHOOL STAFF. THIS REQUEST IS FOR A DAYS SUBSISTENCE ALLOWANCE AT \$11.00 AND SOMETHING BETWEEN \$10.00 AND \$15.00 TO PAY BUS AND TAXI FARES AND TO MAKE NECESSARY TELEPHONE CALLS WHILE IN CALIFORNIA.

DATE OF DEPARTURE DECEMBER 31, 1956

DATE OF RETURN JANUARY 5, 1957

ESTIMATED COST OF TRAVEL TO BE PAID BY OTHERS

ESTIMATED COST OF SUBSISTENCE BETWEEN \$21.00 AND \$26.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED TRAVEL

MEANS OF TRAVEL AIR

SIGNED

RECOMMENDED

APPROVED

DEAN  
CHB  
CHANCELLOR

NOTE:

1. EXECUTED REQUESTS IN TRIPPLICATE APPROXIMATELY TEN DAYS PRIOR TO MAKING THE TRIP.
2. MAXIMUM ALLOWANCE FOR SUBSISTENCE IS \$11.00 PER DAY.

(OVER)



RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR ...

TO	PURPOSE	COST	SOURCE OF FUNDS
NEWPORT NEWS, VA.	LECTURE TO STATE COLLEGE ALUMNI CLUB	\$10.30	TRAVEL

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST
WASHINGTON, D.C.	A.A.A. CONVENTION	\$75.00
ATLANTA, GEORGIA	ASSOCIATION OF COLLEGIATE SCHOOLS OF ARCHITECTURE MEETING	\$50.00

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? NONE

METHOD OF TRAVEL AIR

DATE DECEMBER 21, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

DEPARTMENT ARCHITECTURE

STAFF MEMBER FOR WHOM REQUEST IS MADE CECIL D. ELLIOTT

WHERE DETROIT, MICHIGAN

PURPOSE OF TRIP TO ATTEND THE TENTH ANNUAL MEETING OF THE SOCIETY OF ARCHITECTURAL HISTORIANS, INCLUDING JOINT SESSIONS WITH THE DETROIT CHAPTER OF THE AMERICAN INSTITUTE OF ARCHITECTS AND THE COLLEGE ART ASSOCIATION. DURING THE SESSIONS ELLIOTT CAN SCHEDULE THERE WILL BE SEVENTEEN PAPERS DELIVERED ON VARIOUS PHASES OF ARCHITECTURAL HISTORY ON A RANGE OF SUBJECTS INDICATED BY THE TITLES: "REDEFINITIONS OF STYLES: ROMAN ARCHITECTURE" AND "DETROIT'S CONTRIBUTION TO MACHINE AGE ARCHITECTURE" THESE ADDRESSES BY FOREMOST EXPERTS OF UNPUBLISHED MATERIAL WILL BE USEFUL IN THE PREPARATION AND EXTENSION OF THE COURSES IN HISTORY OF DESIGN.

DATE OF DEPARTURE JANUARY 24, 1956

DATE OF RETURN JANUARY 27, 1956

ESTIMATED COST OF TRAVEL \$79.40

ESTIMATED COST OF SUBSISTENCE WILL BE PAID BY SELF

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED TRAVEL

MEANS OF TRAVEL AIR

SIGNED

RECOMMENDED

APPROVED

CHANCELLOR

NOTE:

1. EXECUTED REQUESTS IN TRIPLICATE APPROXIMATELY TEN DAYS PRIOR TO MAKING THE TRIP.
2. MAXIMUM ALLOWANCE FOR SUBSISTENCE IS \$11.00 PER DAY.

(OVER)

DEC 22

DEC 31

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS
<b>NONE</b>			

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST
WASHINGTON, D. C.	NATIONAL CONVENTION AMERICAN INSTITUTE OF ARCHITECTS	\$50.00

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? NONE

METHOD OF TRAVEL Air

3/30/56  
APR 5

STATE COLLEGE  
RALEIGH

Date March 29, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department Forestry

Staff Member for Whom Request is Made Ralph C. Bryant

Where South Carolina and Virginia

Purpose of Trip Visit Forest Research and administrative installations of private companies and State and Federal Governments with Seniors in Forest Management.

Date of Departure April 23rd, 1956

Date of Return May 5th, 1956

Estimated Cost of Travel State Vehicle

Estimated Cost of Subsistence \$60.00

Fund to Which the Cost of Trip will be Charged Forestry Lab Fee

Means of Travel State Vehicle

SIGNED Ralph C. Bryant

RECOMMENDED [Signature]  
Dean

APPROVED [Signature]  
Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO PURPOSE COST SOURCE OF FUNDS

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PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO PURPOSE ESTIMATED COST

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WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? \_\_\_\_\_

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METHOD OF TRAVEL \_\_\_\_\_

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JUN 1  
JUN 6

STATE COLLEGE  
RALEIGH

Date May 30, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department Dean of Engineering

Staff Member for Whom Request is Made J. H. Lampe

Where Ames, Iowa; San Francisco, Calif.; Seattle, Washington

Purpose of Trip Ames to represent N. C. State College at annual meeting of American and to participate in committee work Society for Engr. Educ.; San Francisco to represent College at meeting of American Institute of Electrical Engineers and to participate in committee work; Seattle to visit University of Washington.

Date of Departure June 22, 1956

Date of Return July 15, 1956

Estimated Cost of Travel \$391.66

Estimated Cost of Subsistence \$253.00

Fund to Which the Cost of Trip will be Charged Dean of Engr. Travel 239-18

Means of Travel Plane or train.

SIGNED *J. H. Lampe* 5-31-56  
 RECOMMENDED \_\_\_\_\_  
 Dean  
 APPROVED *CHB*  
 Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip
2. Maximum allowance for subsistence is \$11.00 per day.

(Over)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS
Toronto, Canada	To represent N. C. State College at ECPD meeting	64.95	Travel 239-13
East Lansing, Mich.	To represent N. C. State College at LGCA meeting	134.78	Travel 239-13
New York City	To represent N. C. State College at AISE meeting	151.67	Travel 239-13

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST
None		

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

METHOD OF TRAVEL \_\_\_\_\_

NOV 7

State College  
RaleighDate November 1, 1956

## REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department Engineering ResearchStaff Member for Whom Request is Made N. W. CONNERWhere Washington, D. C.Purpose of Trip To represent North Carolina State College at the annual meeting of the Association of Land Grant Colleges.Date of Departure 12 November 1956Date of Return 16 November 1956Estimated Cost of Travel \$29.40Estimated Cost of Subsistence \$55.00Fund to Which the Cost of Trip will be Charged Travel 421-13(B)Means of Travel Air

SIGNED

N. W. Conner  
Director

RECOMMENDED

J. H. Lanch  
Dean

APPROVED

CHB  
Chancellor

## NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(Over)



RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS
Washington, D. C.	NSF	18.10	College
Louisville, Ky.	ASEE	93.00	College
Washington, D. C.	OMR	32.98	College

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST
New York, N. Y.	ASME	150.00

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? Dean Lanza,  
Chancellor Boston ~~Unknown~~

METHOD OF TRAVEL Air

STATE COLLEGE  
RALEIGH

Date June 18, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department Dean of Engineering

Staff Member for Whom Request is Made Mrs. Marie P. Wicker

Where Wilmington, Delaware

Purpose of Trip To represent North Carolina State College at a meeting of college placement officers planned by E. I. duPont de Nemours & Co., Inc.

Date of Departure July 8, 1956

Date of Return July 11, 1956

Estimated Cost of Travel See below

Estimated Cost of Subsistence See below

Fund to Which the Cost of Trip will be Charged Expenses to be paid by duPont.

Means of Travel Airplane

SIGNED Marie P. Wicker

RECOMMENDED [Signature]  
Dean 6-18-56

APPROVED Carney H. Bostian  
Chancellor

- NOTE:
1. Execute requests in triplicate approximately ten days prior to making the trip
  2. Maximum allowance for subsistence is \$11.00 per day.

(Over)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS
<u>None in fiscal year beginning July 1, 1956.</u>			

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? None

METHOD OF TRAVEL \_\_\_\_\_

State College  
Raleigh

Date December 6, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department Social Studies, Philosophy and Religion

Staff Member for Whom Request is Made Paul A. Bradenberg

Where Philadelphia, Penna.

Purpose of Trip To attend annual meetings of the American Philosophical Association, Dec. 27-29

Date of Departure December 26, 1956

Date of Return December 30, 1956

Estimated Cost of Travel \$28.00

Estimated Cost of Subsistence \$30.00

Fund to Which the Cost of Trip will be Charged School of General Studies Travel - 266-13

Means of Travel Railway Coach

SIGNED Paul A. Bradenberg

RECOMMENDED C. Addison Hickman  
Dean

APPROVED CHB  
Chancellor

*OK wwd*

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

DEC 11  
DEC 15 4

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS
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(None)

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST
----	---------	----------------

(None)

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? J. L. Cole

METHOD OF TRAVEL \_\_\_\_\_

APPROVED

\_\_\_\_\_  
 \_\_\_\_\_

NOTE

1. Expense reports to be submitted to the Controller's Office within 30 days of the end of the trip.  
 2. Expenses for meals and lodging are to be reported on separate vouchers.  
 3. Expenses for transportation are to be reported on a separate voucher.  
 4. Expenses for other items are to be reported on a separate voucher.  
 5. Expenses for gifts are to be reported on a separate voucher.  
 6. Expenses for entertainment are to be reported on a separate voucher.  
 7. Expenses for travel are to be reported on a separate voucher.  
 8. Expenses for other items are to be reported on a separate voucher.

State College  
Raleigh

Date Dec. 10, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department Social Studies

Staff Member for Whom Request is Made James Lawrence Cole

Where Philadelphia, Pa.

Purpose of Trip To attend annual meeting of the American Philosophical Association, Eastern Division

Date of Departure December 26, 1956

Date of Return December 30, 1956

Estimated Cost of Travel \$ 28.00

Estimated Cost of Subsistence \_\_\_\_\_

Fund to Which the Cost of Trip will be Charged School of General Studies Travel 266-13

Means of Travel Train, by coach

SIGNED George A. Gullett

RECOMMENDED Paul Kline  
Dean

APPROVED CHB  
Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

DEC 11

DEC 15

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP?

**Paul A. Bredenberg, Dept. of Social Studies**

METHOD OF TRAVEL **Train, by coach**

State College  
Raleigh

Date 11 December 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department Dean's Office, School of General Studies

Staff Member for Whom Request is Made C. Addison Hickman

Where Cleveland, Ohio

Purpose of Trip To attend the annual meeting of the American Economic Association;  
and to interview possible applicants for employment

Date of Departure December 26, 1956

Date of Return December 30, 1956

Estimated Cost of Travel -----

Estimated Cost of Subsistence \$55.00

Fund to Which the Cost of Trip will be Charged School of General Studies Travel 266-13

Means of Travel Private car

SIGNED C. Addison Hickman

RECOMMENDED \_\_\_\_\_  
Dean

APPROVED CHB  
Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

DEC 11

DEC 15



RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS
Washington, D. C.	Land-Grant Meetings	\$72.30	SOGS Travel - 266-13
N. C. College Conference Winston Salem		11.10	

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST
Ithaca, N. Y.	ASBE Meetings June 17-21	\$86.84

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? C. L. Allen, Mason Gaffney, and possibly others

METHOD OF TRAVEL

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

SCHOOL OF AGRICULTURE  
N. C. STATE COLLEGE - RALEIGH

DATE October 22, 1956

DEPARTMENT Forestry

STAFF MEMBER FOR WHOM REQUEST IS MADE Robert L. McElwee

WHERE Georgetown, S. C.

PURPOSE OF TRIP to confer with cooperators in the Forest Tree Improvement program regarding their needs in the development of criteria for selection of seed orchard materials.

DATE OF DEPARTURE November 5, 1956

DATE OF RETURN November 7, 1956

ESTIMATED COST OF TRAVEL \$25.00

ESTIMATED COST OF SUBSISTENCE \$25.00

FUND TO WHICH THE COST OF TRIP WILL BE CHARGED Station - Misc. Gifts

MEANS OF TRAVEL State Car

SIGNED *R. G. Rusk*  
DEPARTMENT HEAD

RECOMMENDED *W. C. Leonard*  
DEAN

APPROVED *CHB*  
CHANCELLOR

APPROVED:  
SPECIALIST IN CHARGE  
*B. Brown*  
DIRECTOR

- NOTE: 1. EXECUTE REQUESTS IN TRIPLICATE APPROXIMATELY TEN DAYS PRIOR TO MAKING THE TRIP.  
2. MAXIMUM ALLOWANCE FOR SUBSISTENCE IS \$11.00 PER DAY.

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

1-2024 496

<u>To</u>	<u>PURPOSE</u>	<u>COST</u>	<u>SOURCE OF FUNDS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>PURPOSE</u>	<u>ESTIMATED COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

METHOD OF TRAVEL \_\_\_\_\_

DEPARTMENT HEAD

RECOMMENDED

APPROVED

CHIEF OF BUREAU

APPROVED
SPECIAL AGENT IN CHARGE
DIRECTOR

NOTE: 1. EXPENSES IN THIS REPORT ARE APPROXIMATELY FOR DATE WHEN TO BE MADE  
 2. MAXIMUM ALLOWANCE FOR TRAVEL IS \$1,000 PER DAY  
 THE TRIP

JUL 23 4  
JUL 27

STATE COLLEGE  
RALEIGH

Date July 20, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department Forestry

Staff Member for Whom Request is Made A. C. Barefoot

Where Mountain City, Georgia

Purpose of Trip to take class of students for inspection of sawmill  
and lumber yard

Date of Departure July 23, 1956

Date of Return August 10, 1956

Estimated Cost of Travel 00 -- Travel by School bus

Estimated Cost of Subsistence 00 -- will take lunches

Fund to Which the Cost of Trip will be Charged Included in Summer Camp expenses

Means of Travel by School bus

SIGNED *A. C. Barefoot*

RECOMMENDED *[Signature]*  
Dean

APPROVED *CHB*  
Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO \_\_\_\_\_ PURPOSE \_\_\_\_\_ COST \_\_\_\_\_ SOURCE OF FUNDS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO \_\_\_\_\_ PURPOSE \_\_\_\_\_ ESTIMATED COST \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

METHOD OF TRAVEL \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

State College  
Raleigh

Date Dec. 14, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department Economics

Staff Member for Whom Request is Made Bernard M. Olsen

Where Cleveland, Ohio

Purpose of Trip To attend the annual meeting of the American Economic Association

Date of Departure December 26, 1956

Date of Return December 30, 1956

Estimated Cost of Travel None requested

Estimated Cost of Subsistence None requested

Fund to Which the Cost of Trip will be Charged \*\*\*\*\*

Means of Travel Private automobile

SIGNED

Bernard M. Olsen

RECOMMENDED

Dean

APPROVED

CSB  
Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

DEC 15

DEC 20

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS
Urbana, Illinois	To attend annual meeting of Econ.Hist. Assoc.	\$50	Sch. of Gen. Studies - Travel 266-13

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? Dean C. Addison Hickman,  
Clark Lee Allen, Mason Gaffney, and Clifford Clark

METHOD OF TRAVEL Private automobile

OCT 24  
OCT 24

State College  
Raleigh

Date 18 October 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Department English

Staff Member for Whom Request is Made Lodwick Hartley

Where Atlanta, Georgia

Purpose of Trip To attend annual meeting of South Atlantic Modern  
Language Association

Date of Departure <sup>November</sup> ~~October~~ 20, 1956

Date of Return <sup>November</sup> ~~October~~ 24, 1956

Estimated Cost of Travel 41.62

Estimated Cost of Subsistence 30.00

Fund to Which the Cost of Trip will be Charged Travel, School of General Studies

Means of Travel Train

SIGNED Lodwick Hartley

RECOMMENDED P. Adkin Kishner  
Dean

APPROVED CHB  
Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)



RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	COST	SOURCE OF FUNDS
	None		

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

TO	PURPOSE	ESTIMATED COST
Washington	To attend annual meeting of Modern Language Association of America	30.00

WHAT OTHER STAFF MEMBERS ARE GOING ON THIS TRIP? Jack Suberman,

A. S. Knowles, Jr.

METHOD OF TRAVEL Automobile, if possible

NOV 20  
NOV 26

N. C. State College  
Raleigh

Date Nov. 19, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

School **of Textiles**

Department

Staff Member for Whom Request is Made **Dean Malcolm E. Campbell**

Where **New York, N. Y.**

Purpose of Trip

**To discuss textile research and educational programs with officers of New York firms and to address meeting of the New York Textile Alumni.**

Date of Departure **November 29, 1956**

Date of Return **November 30, 1956**

Estimated Cost of Travel **\$60.00**

Estimated Cost of Subsistence **22.00**

Fund to Which the Cost of Trip will be Charged **Textile Travel**

Means of Travel **Air**

SIGNED

*M E Campbell*

RECOMMENDED

Dean of School

APPROVED

*CHB*  
Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

Record of Previous Out-of-State Trips this Fiscal Year

To	Purpose	Cost	Source of Funds
<b>Granted permission to travel in S. C. on July 23 but found it impossible to leave College</b>			
<b>Charleston, W. Va.</b>	<b>To inspect fiber laboratories &amp; discuss textile education and research.</b>	<b>No cost to State</b>	
<b>New York, N. Y.</b>	<b>To attend Res. &amp; Edu. meeting Textile Res. Inst. and prepare nationwide broadcast.</b>	<b>\$ 93.00</b>	<b>Textile Travel</b>

Planned or Probable Additional Out-of-State Trips This Fiscal Year:

Other Staff Members Who Will Make This Trip: **William A. Newell**

How They Will Travel: **Air**

NOV 15  
NOV 20

N. C. State College  
Raleigh

Date November 13, 1956

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

School **of Textiles**

Department **Textile Research**

Staff Member for Whom Request is Made **Lila H. Kiser**

Where **Washington, D. C.**

Purpose of Trip **To visit the National Bureau of Standards to discuss the use of and experiment with light scattering methods which will be used in future research work in the School of Textiles.**

Date of Departure **November 20, 1956**

Date of Return **November 22, 1956**

Estimated Cost of Travel **\$35.00**

Estimated Cost of Subsistence **\$33.00**

Fund to Which the Cost of Trip will be Charged **Research**

Means of Travel **Air**

SIGNED

Lila H. Kiser

RECOMMENDED

R. B. Brown

Dean of School

APPROVED

CHB

Chancellor

NOTE:

1. Execute requests in triplicate approximately ten days prior to making the trip.
2. Maximum allowance for subsistence is \$11.00 per day.

(over)

Record of Previous Out-of-State Trips this Fiscal Year

To	Purpose	Cost	Source of Funds
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**None**

Planned or Probable Additional Out-of-State Trips This Fiscal Year:

Other Staff Members Who Will Make This Trip: **None**

How They Will Travel:

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

School of Agriculture  
N. C. State College - Raleigh

Date December 10, 1956

Department Experimental Statistics

Staff member for whom request is made Max E. Long

Where Richmond, Virginia and return

Purpose of trip To conduct Bus Transportation Survey, under contract with the  
Public Relations Institute, Inc. of Norfolk, Virginia

Date of Departure December 10, 1956

Date of Return December 14, 1956

Estimated cost of travel \$23.10\*

Estimated cost of subsistence \$55.00

Fund to which the cost of trip will be charged Inst. of Stat. - Bus Transportation  
Survey

Means of travel Private Car

\* Will be using own car in Richmond for Bus Survey

SIGNED Gertrude M. Cox  
Department Head

RECOMMENDED \_\_\_\_\_  
Dean

APPROVED CHB  
Chancellor

- Note: 1. Execute requests in triplicate approximately ten days prior to making the trip.  
2. Maximum allowance for subsistence is \$11.00 per day.

DEC 10

DEC 12

(OVER)

RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>Purpose</u>	<u>Cost</u>	<u>Source of Funds</u>
	NONE		

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>Purpose</u>	<u>Estimated Cost</u>

What other staff members are going on this trip? Sarah Miravalle

Method of travel Staff car of private car

DEC 4

DEC 7

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

School of Agriculture  
N. C. State College - Raleigh

Date December 3, 1956

Department Experimental Statistics

Staff member for whom request is made Jack Fleischer

Where Richmond, Virginia and return

Purpose of trip To conduct Bus Transportation Survey, under contract with the  
Public Relations Institute, Inc. of Norfolk, Virginia

Date of Departure Wednesday, December 5, 1956

Date of Return Friday, December 7, 1956

Estimated cost of travel \_\_\_\_\_

Estimated cost of subsistence \$33.00

Fund to which the cost of trip will be charged Inst. of Stat. - Bus Transportation  
Survey

Means of travel Staff car or private car

SIGNED *Gertrude M. Cox*  
Department Head

RECOMMENDED \_\_\_\_\_  
Dean

APPROVED *CHB*  
Chancellor

- Note:
1. Execute requests in triplicate approximately ten days prior to making the trip.
  2. Maximum allowance for subsistence is \$11.00 per day.



RECORD OF PREVIOUS TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>Purpose</u>	<u>Cost</u>	<u>Source of Funds</u>
<u>Detroit, Mich.</u>	<u>Attend ASA and IHS meetings</u>	<u>\$70.00</u>	<u>Inst. of Stat.</u>
<u>Richmond, Va.</u>	<u>Interviewing on Amer. Tob. Co. Contract</u>	<u>\$71.95</u>	<u>Inst. of Stat.</u>
_____	_____	_____	_____
_____	_____	_____	_____

PLANNED OR PROBABLE ADDITIONAL TRIPS DURING THIS FISCAL YEAR

<u>To</u>	<u>Purpose</u>	<u>Estimated Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

What other staff members are going on this trip? Sarah Maravalle, George Foradori, Lonnie Lasman and A. L. Finkner

Method of travel Staff car or private car