

File

Form D-217

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS
AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS AND UNITED
STATES DEPARTMENT OF AGRICULTURE COOPERATING

Extension Service

County Agent Work

REQUEST FOR AUTHORITY TO MAKE AN OFFICIAL TRIP IN THE INTEREST OF EXTENSION WORK
OUT OF OFFICIAL COUNTY TO WHICH ASSIGNED.

To: Mr. J. H. Williams, District Agent
Prairie View, Texas

I hereby request authority to make an official trip in the interest of Extension
Work outside of my official county under the following conditions:

PERIOD - Beginning on or about: August 9, 1942

Ending on or about: August 15, 1942

Purpose of Trip: To attend the State victory training meeting

Mode of travel: (State whether by personal auto, train, bus, etc.)

Personal Automobile

The above travel will be included in my regular monthly travel expense claim
to become a part thereof constituting a charge against my regular monthly
travel allotment to the extent that such can be paid.

Respectfully submitted: Thomas Mayer Date: August 3, 1942

Official County: Caldwell Title: Negro Co. Agric. Agt

Recommended: J. H. Williams Date: 8/4-42
District Agent

Approved: E. B. Evans Date: 8-7-42
State Leader, Negro Extension Work

REQUEST MUST BE SUBMITTED AND APPROVAL OBTAINED PRIOR TO DATE TRIP IS PERFORMED
ATTACH THIS AUTHORITY TO YOUR TRAVEL CLAIM

Additional Forms May Be Secured From Prairie View Office

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OUT OF OFFICIAL COUNTY TO WHICH ASSIGNED.

To: J. H. Williams, District Agent
Prairie View, Texas

I hereby request authority to make an official trip in the interest of Extension
Work outside of my official county under the following conditions:

PERIOD - Beginning on or about: Dec. 28, 1942

Ending on or about: Dec. 28, 1942

Purpose of Trip: To attend a joint meeting of all
agricultural agencies

Mode of travel: (State whether by personal auto, train, bus, etc.)

The above travel will be included in my regular monthly travel expense claim
to become a part thereof constituting a charge against my regular monthly
travel allotment to the extent that such can be paid.

Respectfully submitted: Thomas Hayes Date: Dec. 27, 1942

Official County: Cardwell Title: negro co. agric agent.

Recommended: _____ Date: _____
District Agent

Approved: E. B. L... Date: _____
State Leader, Negro Extension Work

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Work outside of my official county under the following conditions:

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The above travel will be included in my regular monthly travel expense claim
to become a part thereof constituting a charge against my regular monthly
travel allotment to the extent that such can be paid.

Respectfully submitted: Thomorrow Date: Dec. 27, 1942

Official County: Calderwell Title: Negro Co. Agric Agent

Recommended: _____ Date: _____
District Agent

Approved: E. S. E. Date: _____
State Leader, Negro Extension Work

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