



217-333-1000
ILLINOIS ARCHAEOLOGICAL SURVEY

109 DAVENPORT HALL

UNIVERSITY OF ILLINOIS

URBANA, ILLINOIS 61801

Cooperating Institutions:
University of Illinois
Southern Illinois University
Illinois State Museum

Area Code 217

November 10, 1971

Mr. Donald E. Crabtree
Route #1, Box 39
Kimberly, Idaho 83341

Dear Don:

Many thanks for your letter of November 4. We are indeed delighted and indebted to you that you can arrange to be present at the Workshop in December.

As you suggested in your letter, I have changed your room reservation at the Illini Union to December 2nd to December 5th, and to be for a double rather than a single room. The Illini Union should confirm this via mail.

I look forward to meeting you and your wife on December 2, and we will make arrangements to pick you up at our local airport at the time indicated. Incidentally, Professor Bordes will be coming in on a later flight that evening.

We will be looking for your chert shipment, and I will give your receipt for these materials to our Extension Short Courses people.

Cordially yours,

Chuck Bareis
Secretary-Treasurer

CJB:jjd

333-1708

Ca. 1.3.31.1

TRAVEL EXPENDITURE REPORT

1. Fill in the top portion of the travel form (white) -one sheet form- completely, including social security number --- and PLEASE print or write legibly!
2. To record your expenses:
 - (1) Fill in the date - and time - (approximately) you arrived in Champaign-Urbana and the date - and time - you returned to your home or business.
 - (2) Fill in the town you left when coming to Champaign-Urbana.
 - (3-6) Transportation - mark the type of public transportation by marking the amount in the blank. Please attach your ticket stub --- this must be returned with the travel forms.
 - (9) Lodging - it is also necessary that you attach a stub of your lodging expenses while here in Champaign.
 - (10) Meals - keep a record of the amount you spent on your meals. (Lunches over \$3.50 - please keep a receipt.)
 - (11) Miscellaneous - this is for parking, phone, tips, registration fees, cab fare, etc. Indicate the type of miscellaneous expense and the amount. Receipts are required for expenses in excess of \$10.00
3. Please sign this travel expenditure report form in the submitted by space and put the date also.
4. TRAVEL VOUCHER - 4 color set (top sheet white) - sign the first copy of this form in the "signature of payee" blank - just above the double line where the breakdown of the travel begins. Do nothing else to this form.
5. After you have completed the travel expenditure and signed the 4 sheet travel voucher (if attached), please send to:

UNIVERSITY OF ILLINOIS
Division of University Extension
116 Illini Hall
Champaign, Illinois 61820

Thank you for your cooperation.

CE 1.3.31.2