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RICHARD S. WYLER & CO.
CERTIFIED PUBLIC ACCOUNTANTS
MEMBERS AMERICAN INSTITUTE OF ACCOUNTANTS

1440 DIERKS BUILDING
KANSAS CITY Jan. 29, 1941.

Dr. Forrest C. Allen
University of Kansas
Lawrence, Kansas

Dear Dr. Allen:

Mr. Carlson has turned over to me your letter of January 28 in regard to traveling expenses.

By referring to our original system report I notice that we suggested on page 4 that "Traveling expenses should be reported in detail in suitable traveling expense books, procurable from any stationery house". Our correspondence of prior years has been destroyed and it is of course impossible for me to know what other recommendations were made, if any. In any event, what has happened is water over the dam and I think it would be best to have a uniform procedure and to report expenses in detail, and wherever possible to support them by receipts and bills, in accordance with Mr. Carlson's suggestion of September, 1940.

It has been a long time since I have seen you and I hope you will drop in the office some time when you are in Kansas City.

With kindest regards, I am

Sincerely,
Richard S. Wyler

RSW:AS