

1946 ANNUAL MEETING

Boards of Governors of the
International Monetary Fund and the
International Bank for Reconstruction and Development

INFORMATION BULLETIN NO. 1

for

GOVERNORS and ALTERNATES

Wardman Park Hotel

Washington, D. C.

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GENERAL

Conference Headquarters, Wardman Park Hotel, 2660 Woodley Road, N. W., Washington, D. C. - Quarters for all Conference, Committee, and Secretarial purposes have been provided on the first floor of the hotel, as shown in the charts comprising attachment No. 1. Offices of the Secretary are listed on page 7 of the accompanying telephone directory, together with the names of persons responsible for Secretariat services.

General Information - General information regarding Conference facilities and arrangements may be obtained at the Information Desk in the main Lobby. Daily agenda and announcements will be posted on the several bulletin boards.

DOCUMENTS

Collection Point - The conference documents you will need will be placed in your document box in the Burgundy Room. There will not be a room to room distribution. It is suggested that you collect your documents at the hours of nine a.m., one and five p.m. Every attempt will be made to have documents ready at these times for periods as far in advance as possible. However, distribution to the document box will be continuous.

Stenographic Services - The Documents Officer is prepared to provide all secretarial assistance required by the Board and its committees. The service will be performed within the stenographic section supervised by the Documents Officer or by one or more stenographers on special assignment. If you require stenographic assistance independent of that required for conference or committee work, the Documents Officer will attempt to meet your requirements after the general needs of the Meeting have been met.

Translation Services - The official translation needs of the Meeting will be met by the Documents Officer through a translation section having a command of Arabic, Bulgarian, Croatian, Czech, Danish, Dutch, English, French, German, Greek, Italian, Latin, Norwegian, Polish, Portuguese, Roumanian, Russian, Serbian, Slovak, Spanish, Swedish, Syrian, Turkish, and Ukrainian. The services of the translation section will be made available by the Documents Officer for casual or informational translations, but only as the general work of the Meeting permits.

COMMUNICATIONS

Telephone: Direct telephone lines connect official conference offices with the main switchboard of the Fund and Bank, and calls may be made merely by dialing the extension numbers. U. S. Government Offices may be reached similarly by dialing departmental extensions or 80.

Telegrams and Cables: All incoming and outgoing telegrams and cables will be handled by the Communications Office, Burgundy Room, extension 2652. Messages to be dispatched by telegram or cable should be typed in quadruplicate on the telegram-cable form provided. Direct teletypewriter lines have been installed in this office to expedite dispatch of wire communications.

Mail: You are asked to claim all incoming mail personally at the Main Desk of the hotel. Mail is delivered to the hotel daily, except on Sundays, at 9 a.m., 2 p.m., and 9 p.m. Outgoing mail will be posted (registered or insured), or otherwise dispatched, as desired, by the Communications Office.

LOCAL TRANSPORTATION

Passenger: Motor transportation to and from the Wardman Park Hotel and the Fund and Bank headquarters is available daily at times shown on the attached Motor Transport Schedule. Busses and station-wagons leave from the hotel's east driveway and the main entrance of 1818 H Street, N. W. You will note that provisions have been made for stops at the Treasury and State departments and the Carlton, Statler, and Mayflower hotels.

Motor Delivery: Deliveries by motor messenger may be arranged through the Transportation Office, Burgundy Room, extensions 2660-1.

RETURN TRANSPORTATION

Passage: The Transportation Office offers assistance in all matters of travel. Early application is urged for those requiring air, railroad, or steamship travel reservations, in order to insure the type of accommodation desired. Assistance will also be rendered with respect to passport, visa, and Customs matters.

Claims: Instructions for the submittal of claims for reimbursement of travel expenses due Governors and Alternates, along with necessary forms, are attached. The Transportation Office will be pleased to be of assistance in the interpretation of these instructions.

PERSONAL ACCOMMODATIONS

Each Governor and Alternate is to make individual arrangements with the Wardman Park Hotel with respect to payment of the personal expense of accommodations, meals, etc.

Hotel Rates: Daily rates for Wardman Park Hotel accommodations are:

Single Rooms	\$4 to \$5
Double Rooms	\$7 to \$8
Single Suites	\$10 to \$12
Double Suites	\$12 to \$15

Dining Facilities: In addition to the hotel's main dining room, buffet luncheons will be served in the Metronome Room and on the adjoining terrace at \$1.00 per person and up. Neighborhood restaurants within walking distance of the hotel include:

Shoreham Hotel (American food)
2500 Calvert Street, N. W.

New Smorgasbord (Swedish food)
2641 Connecticut Avenue, N. W.

Napoleon's (French food)
2649 Connecticut Avenue, N. W.

Arbaugh's (American food)
2606 Connecticut Avenue, N. W.

Chin's (Chinese food)
2614 Connecticut Avenue, N. W.

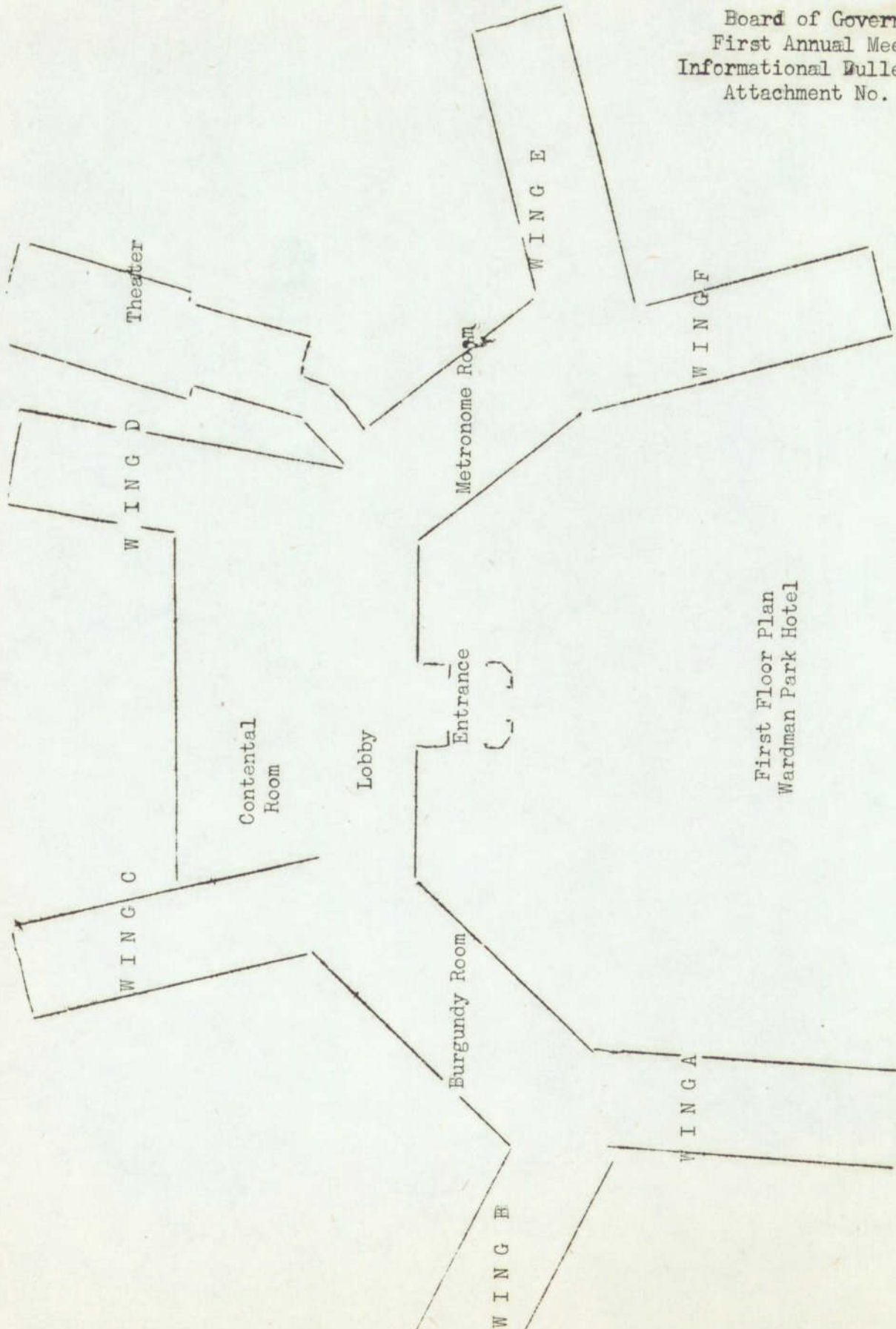
Recreation: The hotel's tennis courts are open from 12 noon to 7 p.m. Mondays through Fridays, and from 9 a.m. to 7 p.m. on Saturdays and Sundays. The cost is \$2.00 for singles, \$3.00 for doubles per hour. Advance reservations may be made by calling "Tennis Courts" on the house telephone. Arrangements for horseback riding, golf, swimming, theater and concert tickets may be made at the Information Desk.

SOCIAL EVENTS

(By Invitation)

Friday, September 27th	Reception by the Honorable John W. Snyder, Chairman of the Board of Governors, 5:30 p.m., Continental Room, Wardman Park Hotel.
Saturday, September 28th	Reception by Mr. and Mrs. Camille Gutt, 6 p.m., Madison Suite, Wardman Park Hotel.
Sunday, September 29th	Reception by Mr. and Mrs. Meyer, 5:00 p.m., the Meyer residence.
Wednesday, October 2nd	Reception, 4:30 p.m., The White House.
Thursday, October 3rd	Dinner by the Joint Boards, 7:30 p.m., Statler Hotel.

Board of Governors
First Annual Meeting
Informational Bulletin No. 1
Attachment No. 1



First Floor Plan
Wardman Park Hotel

Board of Governors
 First Annual Meeting
 Information Bulletin No. 1
 Attachment No. 2

MOTOR TRANSPORT SCHEDULE

	<u>L E A V E</u>					<u>ARRIVE</u>
	<u>Wardman Park Hotel</u>	<u>Conn.Ave. & L Sts. (Mayflower)</u>	<u>16th & K Sts. (Statler) (Carlton)</u>	<u>Treasury</u>	<u>State</u>	<u>1818 H St.</u>
No. 1	9:25 am	-	-	-	-	9:45 am
*Bus	9:50 am	10:00 am	10:05 am	10:10 am	10:20 am	10:25 am
No. 2	10:05 am	-	-	-	-	10:25 am
*Bus	11:05 am	11:15 am	11:20 am	11:25 am	11:30 am	11:35 am
No. 2	12:00 M	12:10 pm	12:15 pm	12:20 pm	12:25 pm	12:30 pm
No. 3	12:35 pm	-	-	-	-	12:55 pm
No. 1	1:00 pm	1:10 pm	1:15 pm	1:20 pm	1:25 pm	1:30 pm
No. 2	1:15 pm	-	-	-	-	1:35 pm
No. 3	1:45 pm	1:55 pm	2:00 pm	2:05 pm	2:10 pm	2:15 pm
No. 1	2:30 pm	-	-	-	-	2:50 pm
No. 2	3:00 pm	3:10 pm	3:15 pm	3:20 pm	3:25 pm	3:30 pm
No. 3	3:30 pm	-	-	-	-	3:50 pm
*Bus	4:00 pm	4:10 pm	4:15 pm	4:20 pm	4:25 pm	4:30 pm
No. 1	4:15 pm	-	-	-	-	4:35 pm
No. 2	4:30 pm	4:40 pm	4:45 pm	4:50 pm	4:55 pm	5:00 pm
No. 3	5:00 pm	-	-	-	-	5:20 pm
No. 1	6:00 pm	-	-	-	-	6:20 pm
No. 2	7:00 pm	-	-	-	-	7:20 pm
No. 1	8:00 pm	8:10 pm	8:15 pm	8:20 pm	8:25 pm	8:30 pm
No. 2	9:00 pm	-	-	-	-	9:20 pm
No. 1	10:00 pm	-	-	-	-	10:20 pm
No. 2	11:00 pm	-	-	-	-	11:20 pm
No. 1	11:25 pm	11:35 pm	11:40 pm	11:45 pm	11:50 pm	11:59 pm

*Bus will not operate on Sundays (September 29 and October 6)

(See following page also)

Board of Governors
 First Annual Meeting
 Information Bulletin No. 1
 Attachment No. 2

MOTOR TRANSPORT SCHEDULE

	<u>L E A V E</u>					<u>ARRIVE</u>
	<u>1818 H St.</u>	<u>State</u>	<u>Treasury</u>	<u>16th & K Sts. (Statler) (Carlton)</u>	<u>Conn.Ave. & L Sts. (Mayflower)</u>	<u>Wardman Park Hotel</u>
No. 1	9:00 am	-	-	-	-	9:20 am
*Bus	9:15 am	9:20 am	9:25 am	9:30 am	9:35 am	9:45 am
No. 2	9:30 am	9:35 am	9:40 am	9:45 am	9:50 am	10:00 am
No. 1	9:50 am	9:55 am	10:00 am	10:05 am	10:10 am	10:20 am
*Bus	10:30 am	10:35 am	10:40 am	10:45 am	10:50 am	11:00 am
No. 2	11:00 am	-	-	-	-	11:20 am
*Bus	11:40 am	-	-	-	-	12:00 M
No. 3	12:00 M	12:05 pm	12:10 pm	12:15 pm	12:20 pm	12:30 pm
No. 2	12:35 pm	12:40 pm	12:45 pm	12:50 pm	12:55 pm	1:05 pm
No. 3	1:15 pm	-	-	-	-	1:35 pm
No. 1	1:45 pm	1:50 pm	1:55 pm	2:00 pm	2:05 pm	2:15 pm
No. 2	2:00 pm	-	-	-	-	2:20 pm
No. 3	2:30 pm	2:35 pm	2:40 pm	2:45 pm	2:50 pm	3:00 pm
No. 1	3:00 pm	-	-	-	-	3:20 pm
No. 2	3:45 pm	-	-	-	-	4:05 pm
No. 3	4:30 pm	-	-	-	-	4:50 pm
No. 1	5:30 pm	-	-	-	-	5:50 pm
No. 2	6:00 pm	-	-	-	-	6:20 pm
No. 1	7:00 pm	7:05 pm	7:10 pm	7:15 pm	7:20 pm	7:30 pm
No. 2	8:00 pm	-	-	-	-	8:20 pm
No. 1	9:00 pm	-	-	-	-	9:20 pm
No. 2	10:00 pm	-	-	-	-	10:20 pm
No. 1	11:00 pm	-	-	-	-	11:20 pm

* Bus will not operate on Sundays (September 29 and October 6)

INSTRUCTIONS FOR PREPARATION OF TRAVEL CLAIMS

The By-Laws of the Fund and Bank provide for the payment to Governors and Alternate Governors of certain travel expenses in connection with meetings of the Board. It is hoped that the following suggestions will prove helpful in the preparation of your claim for traveling expenses.

1. A separate claim should be submitted by each Governor and Alternate.

2. For administrative convenience, where a Governor or Alternate represents both the Fund and Bank, the travel expense claim will be submitted to the Bank for payment and subsequent division of cost between the two institutions. In such case the claim should be submitted and signed in duplicate.

3. "Transportation Expenses" should be deemed to cover the cost of boat, air and rail tickets, cabin and pullman accommodations, and taxicab fares upon arrival and departure.

4. A per diem allowance, as provided in Section 14(a) of the By-Laws, is in lieu of reimbursement for hotel accommodation, meals, and tips to stewards, porters and waiters. Expenses of this nature should not be included in the claim for reimbursement.

5. Expenditures should be listed chronologically and fully explained, and dates of departure from and arrival at each point of travel should be given. If available, ticket stubs and receipts should be attached. Except for unavoidable delays in transportation, time spent in the United States or elsewhere on business other than that of the Fund and Bank should not be included.

6. The per diem statement should list separately nights spent away from the normal place of residence (i) where cost of sleeping accommodation was included in the price of transportation, and (ii) where cost of sleeping accommodation was not so included.

7. The claim should be made in U. S. dollars and should specify the address to which the payment should be sent. Where expenditure is incurred in a currency other than U. S. dollars, the exchange rate used for conversion into dollars should be shown.

8. The representation called for in Section 14(i) of the By-Laws, namely that reimbursement of the expenses has not been received and will not be claimed from any other source, must be included in the expense claim.

9. Blank forms for claiming reimbursement of travel expenses are attached, together with a specimen completed form for your guidance.

CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSES

A. Transportation Expenses

B. Per Diem

Nights required to be spent away from my normal place of residence:

(i) Where accommodation was included in the price of transportation

September

October

Total _____ nights at \$10 per night =

(ii) Where accommodation was not included in the price of transportation

September

October

Total _____ nights at \$50 per night = _____

Total _____

Payment of \$ _____ is requested to be made to me at _____

_____.

I certify that I have not received and will not claim reimbursement in respect to these expenses from any other source.

Signed _____
Governor of the Fund and Bank

for _____

S P E C I M E N

A. Transportation Expenses

September 20, 1946,	Departed Paris, France	
" "	Arrived London, England	
" "	Ticket, British Overseas Airways	\$ 20.00
	Taxi, Paris \$1.00; Taxi, London \$1.00	2.00
September 21, 1946,	Departed London, England	
" 25, 1946,	Arrived New York City	
	Round trip ticket, S.S. Queen Mary	750.00
	Taxi London \$2.00; Taxi, New York \$2.00	4.00
September 26, 1946,	Departed New York City	
" "	Arrived Washington, D. C.	
	Ticket American Air Lines	11.56
	Taxi, New York \$1.00; Taxi, Washington \$1.00	2.00
October 5, 1946,	Departed Washington, D. C.	
" "	Arrived New York City	
	Ticket American Air Lines	11.56
	Taxi, Washington \$1.00; Taxi, New York \$1.00	2.00
October 6, 1946,	Departed New York City	
October 10, 1946,	Arrived London, England	
	Taxi, New York \$2.00; Taxi, London \$2.00	4.00
October 11, 1946,	Departed London, England	
" "	Arrived Paris, France	
	Taxi, London \$2.00; Taxi, Paris \$2.00	4.00
	Ticket, British Overseas Airways	20.00

B. Per Diem

Nights required to be spent away from my normal place of residence:

(i) Where accommodation was included in the price of transportation

September 21, 22, 23, and 24, 1946

October 6, 7, 8, and 9, 1946

Total 8 nights at \$10 per night 80.00

(ii) Where accommodation was not included in the price of transportation

September 20, 25, 26, 27, 28, 29, and 30, 1946

October 1, 2, 3, 4, 5 and 10, 1946

Total 13 nights at \$50 per night 650.00

Total \$1,561.12

Payment of \$1,561.12 is requested to be made to me at _____

I certify that I have not received and will not claim reimbursement in respect to these expenses from any other source.

Signed _____
Governor of the Fund and Bank

for _____