



NO. 1, 1937

AMERICAN LEGATION, WASHINGTON, D. C.

A. E. A. HARWELL OFFICERS

ADVANCE ON RETURN TO AMERICA TO CANADA

NOTES FOR

A. E. A. HARWELL OFFICERS

VISITING U. S. A.

WITH A PARAGRAPH ON VISITS TO CANADA

The following notes are compiled for the information of officers visiting U.S.A. for the first time, but regular travellers may find the booklet useful. The Authority expects Officers normally to travel by air.

1. The form 2 is to be filled out by you and to be submitted to the nearest U.S. Consulate or to the nearest U.S. Customs Office. It is advised that you should to have American money or equivalent travellers cheques (United States) when you arrive. Travellers cheques are not freely negotiable and require clearance at American banks.

If desired, an advance of subsistence to meet expenses is obtainable from the Claims Section, Building 329, Harwell, apply on Form 628, which is stocked by your D.O.C.

On return to the United Kingdom a claim for expenses on Form 185 should be received without delay.

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2. Financial Arrangements

The form T.2 authorises your bank to issue sufficient American dollars and travellers cheques to meet your official expenses overseas plus a portion of your nett monthly salary entitlement.

It is advisable to request the bank to issue American Express or equivalent travellers cheques. They are readily acceptable as currency in the United States, whereas sterling travellers cheques are not freely negotiable and require changing at American banks.

If desired, an advance of subsistence to meet expenses is obtainable from the Claims Section, Building 329, Harwell; apply on Form 62B. which is stocked by your D.A.O.

On return to the United Kingdom a claim for expenses on Form 186 should be rendered without delay.

3. Onward Travel

(a) by Air

On arrival at Airports you should proceed to the desk of the airline concerned to be 'checked in' for baggage weighing, and for Customs clearances. Invariably you will be relieved of baggage at this point and it will not be available again until claimed in the baggage room at the Airport of arrival. The free baggage allowance for the Transatlantic trip is 20 Kgs. for tourists and 30 Kgs. for 1st Class. The baggage allowance for air travel in the U.S.A. is 40 lbs., but this can be increased to the amount stated in the Trans-Atlantic ticket.

The route from U.K. is from London Airport to International Airport (Idlewild) New York, U.S.A. On arrival at New York you should proceed to the B.O.A.C. reception desk where details of itinerary, hotel reservations, tickets etc., will have been left by the U.K.A.E.A. Representative in Washington.

If you are now proceeding on a further stage of your journey by air, it is wise to check with the Airline concerned the departure time and that the

seat reservation is in order.

At airports in U.S.A. enquiries should always be made about the Airport Limousine service. It is cheaper than taxi and will sometimes pick up or put down passengers at their hotels.

Alterations to flights should be made by telephoning the appropriate Airline; but as much notice as possible should be given.

Unused tickets for all travel within the U.S.A. should be returned to the U.K.A.E.A. Representative in Washington. Unused tickets for the Transatlantic air passage should be returned to Mr. M. Austin, Estabs., Building 77, A.E.A., Harwell.

(b) by Train

There are two classes of train travel, first and coach. Two tickets are necessary for first class travel i.e. a railway ticket and also a Pullman ticket covering sleeping accommodation or a seat in the parlour car. The railway ticket may be used at any time, but the Pullman ticket is valid for a specified journey only. The latter may be exchanged if required, but at least 24 hours notice of alteration is

required for sleeping accommodation, and 1 hour for a seat. Pullman tickets entitle the holder to use of the lounge and club bar. There is no reserved space in coach class accommodation and the ticket may be used at any time.

(c) Travel Tax

All necessary tickets for travel on official business within U.S.A. are normally provided. If for any reason tickets have to be purchased exemption from the 10% tax imposed on travel in the U.S.A. should be claimed. As this tax is added to the price of the ticket a separate exemption certificate must be produced for each ticket or seat reservation. These certificates are supplied by the U.K.A.E.A. Representative in Washington. Any unused certificates should be returned to him at the conclusion of your visit or alternatively destroyed, as their misuse renders the Authority subject to heavy penalties.

4. Hotels

Normally hotel accommodation is booked by the U.K.A.E.A. Representative in Washington who requests minimum rates. If you book your own accommodation

you should feel no embarrassment in asking for minimum or moderate rates. If the only room available is one at a higher rate an excess accommodation charge claim may be made, accompanied by the receipt. Prices quoted normally cover room and bath only. The dining rooms are apt to be rather expensive. Good meals are obtainable at a reasonable price in the hotel coffee shop.

Shoes are cleaned in 'shoe shine parlours' and should never be left outside bedroom doors.

5. Income Tax Clearance

If you possess a Government (A.2) visa and have earned no income from U.S. sources during your stay you will receive an Income Tax Clearance from the U.K.A.E.A. representative for production on demand when leaving the U.S.A. If you do not possess a Government visa you should apply within 30 days of departure to an office of the U.S. Bureau of Internal Revenue for clearance. Lecturers should ask that any fees be designated as 'expenses'.

6. Arrival Arrangements in U.S.A.

The U.K.A.E.A. Representative, British Embassy,

- 5 -

3100 Massachusetts Avenue N.W., Washington 8.D.C., has been informed of your visit, and is responsible for your reception in the U.S.A. In the event of any difficulties on which assistance is needed he may be contacted at the above address (Telephone No. Hobart 2-1340). In an emergency advice may be sought from the following:-

Dr. J. A. V. Willis - EMERSON 2-6083) Home

) Telephone

Mr. G. J. Ashworth - WOODLEY 6-4927) Nos.

7. Tipping

Tipping is a firmly established custom in the U.S.A. and new travellers may find the attached table helpful. It is intended as a guide, and the rates shown may well be subject to variation.

8. Visits to Canada

For visits to Chalk River from U.K. the arrangements are as for U.S.A. except that Canadian dollars and travellers cheques are drawn on the Bank of Montreal.

- 6 -

Air Passages are normally booked through to Ottawa via Montreal. The onward journey to Chalk River is by rail and the visitor can either purchase his own rail ticket or contact the U.K. Payments Office, at 295, Albert Street, Ottawa 4, where assistance and advice can be obtained, and if necessary, financial help.

Hostel accommodation is provided by the Atomic Energy of Canada Limited at Deep River, which is about 5 to 6 miles from Chalk River Village, and 12 miles by road from the Atomic Energy Plant. The trains arrive at Chalk River Village. The westbound trains (i.e. those from Montreal) are met by transport which conveys officials to the hostel at Deep River. Mr. H. Sheard, a Harwell Representative at the Atomic Energy Plant, Chalk River, will give assistance if asked.

9. Further Information

If you require any more detailed information about your visit contact Mr. M. Austin of Establishments, Building 77 at Harwell (tele: ext: 3182).

TIPPING

Airports Prescribed portorage 25 ¢ per bag fee (if refundable)

Railways Prescribed portorage 25 ¢ per bag (refundable)

At stations:-

To redcaps (porters) 10 ¢ or more if much luggage

On trains:-

To coloured Pullman 25-50 ¢ porters, Parlour car according to no. of bags or Pullman berth

Private room 50 ¢ minimum
Transcontinental \$ 1 per day
tips

Additionally, shoe shine 15 ¢

Taxis Generally 10-20% (minimum 10 ¢)

Washington or small
cities 10 ¢ for
fares up to
60 ¢

15 ¢ for
fares up to
\$ 1

New York and Chicago A somewhat
larger tip

Restaurants Lunch 10%
Dinner 15%

Small cafes 10-15 ¢ on
table

Lunch counters None except
in New York

Hotels Bell boy 25 ¢ per bag
Maid Optional -
25 ¢ - \$ 1

according to
length of
stay