

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

Telephone 609-734-8000

SCHOOL OF HISTORICAL STUDIES

January 14, 1986

Dear Harry:

I ask by this letter that I be granted my annual travel stipend of \$2,000 to defray, partially, the expenses of my upcoming trip to Europe and England to visit the various museums with Egyptian holdings. Needless to say, expenses of the trip will very much exceed the \$2,000, but that sum will certainly help.

You asked me the other night to let you know the dates and places that I will be visiting. We shall be gone from February 17th to April 21st. I have included a list of the places in the accompanying schedule. I have not given the hotel names (since I do not know them yet). But my son, Dennis, will have the complete list and he will be able get in touch with me at any time during the first month of the trip (that is until we arrive in England where we will be settled for the second month). I shall include Dennis' telephone numbers in Geneva.

Many thanks for all your help over the years.

As ever,



Marshall Clagett

Dr. Harry Woolf
Director
Institute for Advanced Study
Princeton, N. J. 08540

OK

P. Dixon

1/23/86

Sun. Mar. 2

Sat. May. 1

Thur. Mar. 6

Tue. Mar.11

Sat. Mar.15

His home address is: 33 rue Daubin, Apt. 16
CH-1203 Geneva

THE INSTITUTE FOR ADVANCED STUDY

HARRY WOOLF
Director

13 November 1986

Professor Marshall Clagett
School of Historical Studies

Dear Marshall,

In response to your inquiry about whether or not emeriti can accumulate their annual travel grant for up to three years, I am writing to say that this practice has never occurred in the past for emeriti. However, I see no reason why that privilege should not be extended to emeriti, and so by means of this letter I am happy to inform you that you may accumulate your annual \$1,500 allocation for travel for a period of up to three years. At that time unspent travel money will not be carried over. Of course, you should inform us in the usual manner of where and for what purpose your travel is being undertaken. Good luck.

Sincerely yours,



Harry Woolf

cc: Allen Rowe

Clagett
Bal. 1 July 1978 — \$1500

21 Aug. 1978 — 1500

Bal. 1 July 1979 \$1500

22 Jan. 1979 1500

1 July 1980 \$2000

Advance 3 Apr 1980 1500

21 Oct. 1980 247.00

~~\$~~ 253.00

5 March 253.00

Advance 1981-82 2000.00

1 July 1982

Advance 1982-83 2000.00

1 July 1983 2,000

13 Jan. 1984
Advance - 2,000

Clagett

THE INSTITUTE FOR ADVANCED STUDY

HARRY WOOLF
Director

April 4, 1985

Memo to Jim Bess

re: Transportation to/from Newark for Professor and Mrs. Clagett

Thursday, 11 April 1985

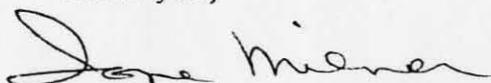
6:00pm Depart Home
 to Terminal A, Newark Airport

Monday, 6 May 1985

6:55pm Arrive Newark
 Virgin Airline

Not charged to
Travel Acct.

Thank you,



Ione Milner

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

Telephone-609-924-4400

SCHOOL OF HISTORICAL STUDIES

January 22, 1985

Dear Harry:

I shall be going to Europe and London from April 11th through May 6th, and needless to say, it will far exceed the \$2,000.00 in my travel fund. But I would very much like to have the \$2,000.00 now so that I may use it in paying for the tickets that will soon be delivered to me.

Sincerely yours,

Marshall Clagett
Marshall Clagett

Dr. Harry Woolf
Director
Institute for Advanced Study
Princeton, N. J. 08540

Approved
HS
22 Jan 85

Faculty

THE INSTITUTE FOR ADVANCED STUDY

HARRY WOOLF
Director

January 13, 1984

Professor Marshall Clagett
School of Historical Studies
The Institute for Advanced Study

Dear Marshall:

Thank you for yours of 2 January 1984 requesting the full allocation of your \$2,000 travel fund. This letter authorizes that expenditure.

Good luck.

Cordially yours,

Harry

Harry Woolf

cc: Business Office

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

Telephone-609-924-4400

SCHOOL OF HISTORICAL STUDIES

January 2, 1984

Dear Harry:

I shall be going to Egypt and London in the latter part of March and early April for three weeks and, needless to say, it will far exceed the \$2,000.00 in my travel fund. But I would very much like to have the \$2,000.00 now so that I may use it in paying for the tickets that will soon be delivered to me.

✓ correct

Sincerely yours,

Marshall

Marshall Clagett

Dr. Harry Woolf
Director
Institute for Advanced Study
Princeton, N. J. 08540

P.S. you can note that I am finally back on schedule
and am not borrowing ahead,
M.C.

February 11, 1982

Professor Marshall Clagett
School of Historical Studies
Institute for Advanced Study

Dear Marshall:

Thank you very much for yours of 9 February 1982, requesting
an advance of \$2,000 from your Travel funds for 1982-83.

With this reply your request is granted.

Sincerely yours,

Harry Woolf

cc. Allen Rowe

Professor Clagett -- travel account

3 March 1981	requested balance in 1980-81 account	\$ 253
	advance on 1981-82 account	<u>2,000</u>
		\$2,253

approved by HW 5 March 1981.

October 21, 1980

Memorandum to Mr. Allen Rowe

This will authorize you to charge Professor Clagett's travel account and reimburse him the amount of \$247.00, for expenses incurred in Toronto during October 1980. Details attached.

Aida L. La Brutte
Secretary to the Director

Attachment

cc. Professor Clagett

April 3, 1980

Memorandum to Mr. Allen Rowe

This will authorize you to advance Professor Clagett the amount of \$1500 and charge his 1980-81 travel account. This is in connection with his forthcoming trip to Europe from 28 April to 9 June 1980. Details attached.

Aida L. La Brutte
Secretary to the Director

Attachment

cc. Professor Clagett

January 22, 1979

Memorandum to Mr. Rowe

This will authorize you to charge Professor Clagett's 1979-80 travel account and advance him the amount of \$1500, in connection with his forthcoming trips to England and Egypt, April 10-30, 1979. Details attached.

Aida L. La Brutte
Secretary to the Director

Attachment

cc. Professor Clagett

August 21, 1978

Memorandum to the Business Office

This will authorize you to charge Professor Clagett's travel account and advance him the amount of \$1500 in connection with his forthcoming travel to England. Details attached.

Aida L. La Brutte

Attachment

cc. Professor Clagett

THE INSTITUTE FOR ADVANCED STUDY
PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

August 21, 1978

Dear Harry:

As I believe I have told you, I am planning to take the first term off on sabbatical leave (I have had none in the fourteen years I have been here). I shall be in London from October 2nd to November 27, 1978. Hence, I shall be back in time for the meeting of the School in which next year's members are elected.

The main purpose of this letter is to request my \$1,500 travel allowance. I believe no detailed accounting is necessary since my daily room and board (estimated at \$30.00 per day) will itself be \$1,800 (i.e., 60 x \$30.00). I would appreciate payment now in order to buy my ticket.

Sincerely yours,

Marshall Clagett
Marshall Clagett

Dr. Harry Woolf, Director
Institute for Advanced Study
Princeton, N. J. 08540

*CC. Business off - for travel advance
Sabine Modzelewski -*

\$1500 chg. to
1977-78

February 22, 1977

Dear Marshall:

Thank you for yours of 18 February, requesting that your travel allowance of \$1,500 be advanced from next year's budget so that you may continue your yearly routine of taking your annual research trip to Europe from 11 April to 18 May 1977. It is a pleasure not only to adhere to an established tradition, but to do so while realizing how substantive the consequences have been.

Sincerely yours,

Harry Woolf

Professor Marshall Clagett
School of Historical Studies
Institute for Advanced Study

cc. Mr. Minot C. Morgan, Jr.

THE INSTITUTE FOR ADVANCED STUDY
PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

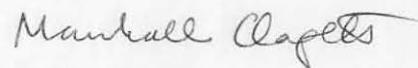
February 18, 1977

Dear Harry:

I plan to take my annual research trip to Europe from April 11 to May 18, 1977, and I am, therefore, requesting my travel allowance of \$1500.00. My expenses, of course, will exceed this amount, for I estimate my minimum expenses as \$415.00 for the air fare with limousine service and \$1312.50 living expenses (estimated at \$37.50 per diem for thirty-five days).

Since I leave before the beginning of the new fiscal year, I ask to charge the \$1500.00 against next year's allowance, a request that I have made almost every year since I came to the Institute.

Sincerely,



Marshall Clagett

Dr. Harry Woolf, Director
Institute for Advanced Study
Princeton, New Jersey 08540

June 14, 1976

Memorandum to Mr. Morgan

This will authorize you to advance Professor Clagett the amount of \$1500, which should be charged to his 1976-77 travel account. Details of his travel to Europe, for the period 19 August to 2 October 1976, are attached.

Aida L. La Brutte

Attachment

cc. Professor Clagett

March 6, 1975

Memorandum to Mr. Morgan

This will authorize you to advance Professor Clagett the amount of \$1500, which should be charged to his 1975-76 travel account. Details of his travel to Rome, starting April 7th 1975, are attached.

Aida L. La Brutte

Attachment

cc. Professor Clagett

cc. Mrs. Agnew

March 5, 1974

Dear Professor Clagett:

This is just to let you know that since there were no funds in your account for the current year, i.e., 1973-74, we are crediting your travel advance of \$1,500 to the account for 1974-75.

Sincerely yours,

Aida L. La Brutte
Secretary to the Director

March 5, 1974

Memorandum to Mr. Minot C. Morgan

This will authorize you to advance Professor Marshall Clagett \$1,500 towards expenses of his forthcoming trip to England and Italy (April 6 to May 12). This amount should be credited to his travel account for the year 1974-75.

Attached is Professor Clagett's memorandum of March 4, showing a breakdown of expenses.

Aida L. La Brutte

cc. Professor Clagett

March 12, 1973

Memorandum to Mr. Morgan

This will authorize you to advance to Professor Clagett \$1,821.88 towards expenses of his spring trip to Europe (April 7 to May 20). This sum should be charged against the current balance in his travel funds for the year 1973-74 72-73 of \$321.88 and the \$1500 to be credited to his travel account for the year 1974-75 73-74.

Professor Clagett's stops will be in England, France and Italy, and he estimates his expenses as follows:

Sustenance - 44 days	\$1,240.88
Air fare	325.00
Rail pass	70.00
Car rental	186.00
	<hr/>
	\$1,821.88

Ruth E. Bortell

cc: Professor Clagett

1901.50 - request
321.88 - 72'73

1579.12

1500 — 73-74

'74-75 = 79.12

THE INSTITUTE FOR ADVANCED STUDY
PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

March 7, 1973

Dear Carl:

I am making preparations for my spring trip to Europe (April 7 to May 20) which will include stops in England, France and Italy. Accordingly, I should like to charge the following expenses against my travel allowance (which now stands at \$1507.13).

Sustenance 44 days at \$30.00 per day	\$1,320.00 - ⁸ 79.12
Air fare	325.00
Rail pass	70.00
Car rental	<u>186.00</u>
	<u>*1,821.88</u>
	\$1,901.00

You will notice that my expenses exceed my allowance by \$393.87. I hope that this additional sum can be charged against next year's allowance.

Sincerely yours,

Marshall Clagett

Marshall Clagett

Dr. Carl Kaysen
Institute for Advanced Study
Princeton, N. J.

March 3, 1972

Memorandum to Mr. Morgan

This will authorize you to charge Professor Clagett's travel account \$1,849.50 and pay the expenses indicated on the attached letter to cover the costs of Professor Clagett's trip abroad from 11 April to 24 May.

Ruth E. Bortell

cc: Professor Clagett

Attachment

March 11, 1971

Memorandum to Mr. Morgan

This will authorize you to charge Professor Clagett's travel fund \$1,920.00 and make that amount available to him for expenses associated with his spring trip to Europe, as indicated on the attached.

Ruth E. Bortell

cc: Professor Clagett

Attachment

October 7, 1970

Memorandum to Mr. Morgan

This will authorize you to charge Professor Clagett's travel fund \$54.00 and reimburse him in that amount for expenses incurred in attending a meeting in Cambridge, Massachusetts, of the Bibliography Committee of Isis.

Ruth E. Bortell

cc: Professor Clagett

Att.

February 6, 1970

Memorandum to Mr. Morgan

This will authorize you to charge Professor Clagett's travel fund \$1,170.80 and arrange with him how he wishes to receive that amount in order to cover the expenses of his European trip in April as noted on the attached.

Ruth E. Bortell

cc: Professor Marshall Clagett

March 5, 1969

Memorandum to Mr. Morgan

This will authorize you to advance to Professor Clagett \$1,245.35 to cover expenses for his trip to Europe in April and charge his travel fund accordingly. As you will see from the attached note, this amount is going to use up the remainder of Professor Clagett's 1968-69 fund, and the excess should be charged against the 1969-70 fund.

Carl Kaysen

Attachment

cc: Professor Clagett

THE INSTITUTE FOR ADVANCED STUDY
PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

March 4, 1969

Dear Carl:

As I indicated in our brief telephone conversation, I would like to charge my European trip, which I am taking in April, to the remainder of my 1968-69 travel fund and to my 19⁶⁹⁻⁷⁰~~70-71~~ fund. The expenses will be as follow:

Departure: April 21st - TWA Flight #700	\$199.75
Return: May 22nd - Nieuw Amsterdam	279.50
Port Tax	2.10
British Railroad Pass - second class	60.00
32 days at \$22.00 per diem	<u>704.00</u>
	\$1,245.35

Sincerely,

Marshall Clagett

Marshall Clagett

Dr. Carl Kaysen
Institute for Advanced Study
Princeton, New Jersey

February 12, 1969

Memorandum to Mr. Morgan

This will authorize you to charge Professor Clagett's travel account and reimburse him in the amount of \$40.00 for expenses in connection with his attendance at the Executive Committee Meeting of the Medieval Academy of America in Cambridge on February 7, as indicated on the attached note.

Ruth E. Bortell

cc: Professor Marshall Clagett

Attachment

February 12, 1969

Memorandum to Mr. Morgan

This will authorize you to charge Professor Clagett's travel account and reimburse him in the amount of \$40.00 for expenses in connection with his attendance at the Executive Committee Meeting of the Medieval Academy of America in Cambridge on February 7, as indicated on the attached note.

Ruth E. Bortell

cc: Professor Marshall Clagett

Attachment

March 28, 1968

Memorandum to Mr. Morgan:

This will authorize you to make the arrangements indicated in Professor Clagett's letter of March 27 (attached) to charge his travel fund to cover expenses of \$1,204.20 for a trip to Europe from April 25 to June 11, 1968.

Ruth E. Bortell

Copy to Professor Clagett

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

March 27, 1968

Dear Carl:

As I mentioned the other day, I am planning a quick trip to Europe toward the end of April. I expect to incur the following expenses:

Round trip boat fare (including port tax)	\$514.20
Transportation between South Hampton and London	10.00
34 days at \$20.00 per diem	<u>680.00</u>
Total	\$1,204.20

As I mentioned previously, I have only \$305.73 left in this year's travel fund. Accordingly, I would like to charge the remainder to next year's fund which you indicated in our conversation would be permissible.

For your record, I plan to leave on the S. S. France April 25th, arriving in South Hampton April 30th. I plan to return on the S. S. Nieuw Amsterdam leaving South Hampton on June 4th and arriving New York June 11th.

Sincerely yours,



Marshall Clagett

Dr. Carl Kaysen
Director
Institute for Advanced Study



May 31, 1967

Dear Marshall:

I have approved your request for travel funds. Please arrange with Mike Morgan as to when you want your advance.

Cordially,

Carl Kaysen

Professor Marshall Clagett
Institute for Advanced Study
Princeton, New Jersey

cc: Mr. Morgan

THE INSTITUTE FOR ADVANCED STUDY
PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

May 23, 1967

Dear Carl:

I have now decided to go to Rome for the summer rather than for an extended period during the next year. I hope that this will be a sufficient period for the manuscript work that I have planned in connection with the preparation of Volume 2 of my Archimedes in the Middle Ages. I am leaving on June 29 and returning on September 28. I am, therefore, officially requesting the following expenses to be charged against my travel stipend (which now stands at \$1,166.86 and which will be augmented by \$1,000.00 on July 1):

Round trip boat fare	\$ 573.00
Travel expenses within Europe (Paris, Rome, London and miscellaneous trips to Florence, Milan and Switzerland)	174.00
82 days at \$15.00 per diem (I am not charging the 10 days of shipboard travel)	1,230.00
	<hr/>
	\$1,977.00

Sincerely yours,

Marshall Clagett
Marshall Clagett

MC:gvl

Dr. Carl Kaysen
Director
Institute for Advanced Study

cc: M. C. Morgan, Jr.
General Manager

OK.

OK.

For Clagett

12 April 1966

Memorandum to Mr. Morgan:

This will authorize you to charge Professor Clagett's travel fund and pay him the sum of \$68.95, as reimbursement of his expenses in attending the meeting of the Medieval Academy of America in Cambridge, Massachusetts this month.

Robert Oppenheimer

Copy to Professor Clagett

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

April 11, 1966

Dear Dr. Oppenheimer:

I should like to make the following charges against my travel fund for expenses incurred in attending the annual meeting of the Medieval Academy of America held at Cambridge, Massachusetts on April 7-9:

Round trip air passage	
Newark to Boston	\$32.00
Travel expenses to and	
from Newark	3.70
Parking at Newark	4.25
Meals and other living	
expenses in Boston	22.00
Taxi to and from airport	<u>7.00</u>
Total	\$68.95

Sincerely,

OK RO
Marshall Clagett
Marshall Clagett

MC/gvl

Dr. Robert Oppenheimer, Director

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

January 5, 1967

Dear Dr. Kaysen:

I should like to charge the expenses of my recent trip to the Annual Meeting of the History of Science Society, December 26 - 28, to my travel funds. The expenses include:

Train fare, round trip to Washington, D. C.	\$17.34
Hotel	35.51
Meals	14.00
Taxi fares	2.50
Total	<hr/> \$69.35

Sincerely,

Marshall Clagett
Marshall Clagett

MC:gvl

Dr. Carl Kaysen, Director
Institute for Advanced Study

OK
CH

THE INSTITUTE FOR ADVANCED STUDY
PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

January 5, 1967

Dear Dr. Kaysen:

I should like to charge the expenses of my recent trip to the Annual Meeting of the History of Science Society, December 26 - 28, to my travel funds. The expenses include:

Train fare, round trip to Washington, D. C.	\$17.34
Hotel	35.51
Meals	14.00
Taxi fares	2.50
Total	<hr/> \$69.35

Sincerely,

Marshall Clagett
Marshall Clagett

MC:gvl

Dr. Carl Kaysen, Director
Institute for Advanced Study

OK
CH

18 December 1965

Memorandum to Mr. Morgan:

This will authorize you to charge Professor Clagett's travel fund and pay him the sum of \$397.71 to defray the expenses of his travel to attend the annual meeting of the History of Science Society in San Francisco from December 27 to December 30. Professor Clagett asks that this be paid by two different checks, one to the Kuller Travel Company for \$304.71, and one to him for \$93.00.

Robert Oppenheimer

Copy to Professor Clagett

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

December 14, 1965

Dear Dr. Oppenheimer:

I am planning to attend the annual meeting of the History of Science Society in San Francisco, December 27 through December 30, and hence I would like to charge my travel expenses for that trip against my travel fund.

It would probably be more convenient if two different checks could be issued, one to the Kuller Travel Company in the amount of \$304.71, and one for \$93.00 to me to cover the \$16 a day for hotel accommodations and an estimated expenditure for daily expenses.

Sincerely yours,

Marshall Clagett

Marshall Clagett

MC:gmb

Dr. Robert Oppenheimer
Institute

OK RD

July 19, 1965

Dear Mike:

In the letter 20 April, 1965, Mr. Oppenheimer suggested that I request to have my additional expenses for the European trip (April 30 - June 16) charged against my faculty travel fund for this year. Just before I left, the Institute gave me a check for \$387.69 to cover partially my expenses on the European trip and to repay me for expenses incurred at a meeting of the Mediaeval Academy of America in Providence. Since this latter expense was \$33.65, this means that the Institute has given me \$354.04 towards my European expenses.

In actuality my total expenses for the trip came to \$535.30. Hence, my expenses to the amount of \$181.26 were left uncovered and I would like to have them charged to this year's travel fund.

Sincerely yours,

Marshall Clagett

MC:gmb

cc: Dr. Oppenheimer

Mr. Minot C. Morgan, Jr.
General Manager
The Institute for Advanced Study

orig OK'd
RO by vk
7/19/65

20 April 1965

Dear Professor Clagett:

In answer to your letter of April 15th, let me suggest that you draw the funds remaining in your faculty travel fund for this year, and that after you return you ask to have the other expenses charged to your travel fund for next year.

With good wishes,

Robert Oppenheimer

Professor Marshall Clagett
Institute for Advanced Study

Copy to Mr. Morgan

THE INSTITUTE FOR ADVANCED STUDY
PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

April 15, 1965

Dear Dr. Oppenheimer:

I would like to charge against my travel fund the following expenses in connection with my trip to Europe, April 29 - June 10, to consult manuscripts:

Travel	
New York-London	\$ 344.50
London-Paris	25.00
Paris-New York	228.00
Living expenses, \$15.00	
<u>per diem</u> for 31 days	465.00
	<u>\$1062.50</u>

This will exceed my travel fund by \$213.50. I do not plan, however, to take a European trip during the next fiscal year and I would hope that the excess could be charged against next year's account.* If this is unfeasible, could the excess be paid to me after July 1?

65-66 v.4.

Sincerely yours,

Marshall Clagett

Marshall Clagett

MC:gmb

Dr. Robert Oppenheimer
Director

5 January 1965

Memorandum to Mr. Morgan:

This will authorize you to charge Professor Clagett's travel fund and pay him the sum of \$117.35, as reimbursement of his expenses in attending the History of Science Society meeting in Montreal last month.

Robert Oppenheimer

Copy to Professor Clagett

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

SCHOOL OF HISTORICAL STUDIES

January 4, 1965

Dear Mrs. Hobson:

Listed below are my expenses for a trip to Montreal, December 27-30, 1964, to attend the History of Science Society Meeting.

1. Round trip air fare-----	\$62.48
2. Hotel-----	25.70
3. Limousine, Montreal and New York-----	4.75
4. Round trip, Princeton-New York-	2.70
5. Meals-----	21.72
	<u>\$117.35</u>

Sincerely,

Marshall Clagett

Marshall Clagett

MC:gmb

Mrs. Verna Hobson
Institute